

APPROVED
Mykolas Romeris University
Rector's Order 17 June, 2026
No. 1I-169

MYKOLAS ROMERIS UNIVERSITY INTERNAL REGULATIONS

CHAPTER I GENERAL PROVISIONS

1. The Internal Rules of Mykolas Romeris University (hereinafter referred to as the "Rules") govern conduct and work procedures at Mykolas Romeris University (hereinafter referred to as the "University").

2. The purpose of the Rules is to ensure the quality of work, increase work efficiency, and create a work environment that meets the needs of employees.

3. These Rules apply to all University employees working under employment contracts with the University (hereinafter referred to as "employees"):

3.1. faculty and researchers;

3.2. administrative staff and other employees performing academic and administrative duties (hereinafter referred to as "administrative staff").

4. These Rules apply *mutatis mutandis* to University students and auditors, as well as to University guests and visitors.

5. These Rules have been prepared in accordance with the Labor Code of the Republic of Lithuania (hereinafter referred to as the "Labor Code"), the Law on Science and Studies of the Republic of Lithuania (hereinafter referred to as the "Law on Science and Studies"), the University Statute, the provisions of the General Principles of University Personnel Management, the University Personnel Management Procedure Manual, as well as other national and internal University legal acts regulating labor relations.

6. The rights and obligations of the University as an employer are exercised by the rector or persons authorized by him within the limits of their competence.

7. These Rules and all internal University regulations referred to herein are publicly available on the University's website.

CHAPTER II BASIC PRINCIPLES OF EMPLOYEE PERFORMANCE AND ETHICAL BEHAVIOR

8. Employees shall adhere to the following fundamental principles of performance:

8.1. Transparency and Integrity: Employees shall comply with the Constitution of the Republic of Lithuania, the laws and subordinate legislation of the Republic of Lithuania, the University's Statutes, and the resolutions of the University Council and the

University Senate, and the orders of the rector; they act with integrity, protect personal data and confidential information obtained in the course of their duties, avoid and do not tolerate abuse of office, nepotism, or conflicts of interest, and inform the University's corruption prevention officer of any potential corrupt influence and related actions;

8.2. Cooperation and Respect for Human Dignity: Employees' activities are based on cooperation, the pursuit of common goals, mutual trust, and the principles of tolerance, equality, justice, equal opportunity, and respect for human dignity, freedoms, and rights; employees avoid and do not tolerate any form of discrimination, personal attacks, or harassment;

8.3. Responsibility: Employees perform their duties and cooperate with other individuals or organizations while representing the University's interests and upholding its reputation; avoid actions and circumstances that could harm the University's public reputation, use and preserve University property appropriately, protect intellectual property rights, and consume natural and other resources responsibly in accordance with the principles of sustainable development.

9. Employees maintain professional and respectful relationships in the workplace, based on trust, honesty, equality, tolerance, and tact.

10. Employees on University premises adhere to the following basic rules of conduct:

- 10.1. adhere to general principles of public order and good morals;
- 10.2. avoid noise and maintain a professional work atmosphere;
- 10.3. maintain a neat and professional appearance;
- 10.4. use designated smoking areas;
- 10.5. when leaving the University premises, ensure that the premises are left in good order, turn off the lights, close the windows, and lock the doors;
- 10.6. upon hearing an alarm, follow the instructions of the responsible University staff regarding further actions.

11. Employees are prohibited from being under the influence of, or consuming, alcoholic beverages, narcotic substances, or toxic substances on University premises and/or grounds, whether during or outside of working hours. This prohibition on alcohol consumption does not apply when alcohol is consumed in accordance with protocol requirements during events held on University premises; however, in such cases, employees are permitted a blood alcohol concentration of up to 0.4 promille. The determination of an employee's intoxication or impairment due to psychoactive substances and their removal from work shall be carried out in accordance with the procedure established by the rector.

12. Employees may use official vehicles in accordance with the procedures for the use of official vehicles established by the rector.

13. In addition to general ethical requirements, employees must comply with the University's Code of Academic Ethics.

14. The following additional conduct requirements apply to the heads of academic units, administrative structural units, and their internal divisions:

- 14.1. encourage employee initiative and independence, and ensure proper internal communication;
- 14.2. create a friendly and productive work environment and resolve conflicts;

- 14.3. to evaluate employees and their achievements objectively and fairly;
- 14.4. encourage the continuous improvement of employees' qualifications and competencies.

CHAPTER III

REQUIREMENTS FOR THE IMPLEMENTATION OF THE UNIVERSITY'S EQUAL OPPORTUNITIES AND DIVERSITY POLICY

15. The University fosters a healthy, safe, transparent, ethical, inclusive environment that promotes diversity and respects and protects the dignity of every individual.

16. The University does not tolerate any direct or indirect discrimination, harassment, violence in any form, bullying, abuse of authority, humiliation of dignity or reputation, or discriminatory language.

17. Every employee is responsible for adhering to the principles of equal opportunity. Any form of violence, harassment, and other discriminatory actions are considered a serious violation of work regulations.

18. Decisions regarding studies, research, hiring, career advancement, promotions, training, compensation, incentives, leave, and conduct in the workplace are made in accordance with legal requirements, applying uniform and objective criteria to all employees.

19. An employee who has experienced, observed, or suspected any form of violence, harassment, or other discriminatory behavior among University employees is encouraged to report it to the responsible University employee in accordance with the procedures established by internal regulations.

20. The University ensures that the confidentiality of the employee who filed the report will be maintained. Confidentiality is also ensured during conversations with victims, respondents, and witnesses.

21. The University takes measures to prevent violence and discrimination and provides assistance to victims. The University provides victims with access to psychological support.

22. The principles of the University's equal opportunity policy are detailed, and the procedures for their implementation, as well as for filing and investigating complaints, are set forth in the Equal Opportunity and Diversity Policy approved by the rector. Every two years, the University prepares an implementation plan for the Equal Opportunities and Diversity Policy, which is approved by the rector.

CHAPTER IV

BASIC RIGHTS AND OBLIGATIONS OF THE UNIVERSITY AND EMPLOYEES

23. The University must:

- 23.1. act in good faith, cooperate with employees, not violate employees' rights and interests protected by law, and strive for harmonious labor relations;
- 23.2. inform employees in a timely manner of any significant circumstances related to employment relationships;

23.3. to provide comprehensive support and ensure equal opportunities for employees to develop the competencies necessary to perform their job functions, improve their qualifications, and pursue professional growth;

23.4. to provide employees with safe working conditions for performing their duties and to provide them with all necessary work tools;

23.5. to implement the principles of gender equality and non-discrimination, and to provide equal working conditions for all employees regardless of their age, gender, disability, neurodiversity, nationality, race, social status, political views, religious beliefs, or other differences;

23.6. to provide persons with disabilities with the opportunity to participate in the recruitment process, work, pursue a career, and develop their skills;

23.7. to take all necessary measures to ensure that employees are protected in the case of an emergency;

23.8. to fulfill other obligations imposed on the employer by the Labor Code and the University's internal regulations.

24. Employees have the right to:

24.1. receive compensation for work performed;

24.2. represent the University in performing their assigned duties, in accordance with the authority granted to them;

24.3. refuse to work if there is a threat to their safety and health, as well as to perform tasks for which the employee has not been trained or provided with the necessary personal protective equipment;

24.4. to receive information about personal data processed by the University that relates to employees or the duties they perform;

24.5. to review the University's documents governing working conditions and procedures in English if the employee is a foreign national;

24.6. to upgrade their qualifications and improve their competencies in accordance with the procedures set forth in the University's Personnel Management Regulations;

24.7. take advantage of the University's incentive programs and additional benefits;

24.8. if necessary, file a complaint in accordance with the procedures established by the University's internal regulations regarding violence, discriminatory behavior, corrupt practices at the University, and other issues that violate human dignity and rights;

24.9. to be a member of the University's labor union;

24.10. to balance work and personal life obligations in accordance with the procedures established by the Labor Code and the University's internal regulations;

24.11. exercise other rights established by the laws of the Republic of Lithuania and the University's internal regulations.

25. The employee must:

25.1. perform the duties specified in the job (activity) description properly and in a timely manner;

25.2. submit to the Personnel Management Center copies of relevant documents proving their right to certain benefits and additional perks, and report changes in legal

circumstances (e.g., marriage, the birth of a child, etc.) that affect the employee's work, duties, or status;

25.3. comply with the work and rest schedule;

25.4. not to accept gifts, money, or services, special privileges, or discounts from individuals or organizations seeking to influence the employee while he is performing his duties;

25.5. ensure that unauthorized persons are present at the employee's workplace only when the employee is present;

25.6. compensate the University for any material or non-material damage caused through their own fault, in accordance with the procedures set forth in the Labor Code, these Rules, and other internal University regulations;

25.7. to improve their competence and upgrade their qualifications in order to obtain or renew the certifications required to perform their agreed-upon job duties;

25.8. to declare private interests properly and in a timely manner and to update such declarations in accordance with the procedures established by the University and the laws of the Republic of Lithuania;

25.9. ensure compliance with the principles of lawful work with children under the age of 18 when participating in activities organized by the University or its partners;

25.10. protect and not disclose to third parties any confidential information obtained in the course of their duties, and not provide third parties with internal University documents or copies thereof, except as provided for by law and in the University's agreements and contracts;

25.11. to safeguard and not disclose to third parties any login credentials or passwords provided by the University for access to information systems and other systems;

25.12. collect, process, and store employees' personal data in accordance with the requirements of the General Data Protection Regulation and other international, national, and internal laws;

25.13. in performing academic functions, to be guided by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, as well as the fundamental values recognized by the International Center for Academic Integrity (ICAI); the University's Code of Academic Ethics and other internal regulations governing academic ethics;

25.14. comply with the provisions of the University's Equal Opportunities and Diversity Policy;

25.15. perform other duties as set forth in these Rules and other University regulations.

CHAPTER V

PERFORMANCE EVALUATION OF EMPLOYEES, TERMINATION OF EMPLOYMENT CONTRACTS

26. At the beginning of each calendar year, annual employee performance evaluation interviews are conducted in the academic and administrative departments in accordance with the procedures set forth in the University's Personnel Management

Regulations. This provision does not apply to faculty members and researchers who were appointed to their positions without a competitive selection process.

27. If, during the annual performance review, an employee's performance is assessed as unsatisfactory, a free-form employee performance improvement plan may be drawn up for a period of no less than 2 months, in accordance with the procedures set forth in the University's Personnel Management Regulations. If, after this period, the employee fails to achieve the agreed-upon performance goals, the employment contract may be terminated at the University's initiative through no fault of the employee, in accordance with the provisions of the Labor Code.

28. The performance evaluation and certification for the term of office of lecturers and research staff appointed through a public competition are conducted in accordance with the procedure established by the Senate.

29. An employment contract with an employee may be terminated at the employee's initiative or on other grounds provided for in the Labor Code and the Law on Science and Studies.

30. The process for terminating the employment relationship and the procedure for the employee's settlement of accounts with the University are governed by the University's Personnel Management Regulations.

CHAPTER VI WORKING HOURS AND TIME OFF

31. The University's working hours are Monday through Saturday, from 7:00 a.m. to 10:00 p.m. Sunday is a day off.

32. For faculty members, a 36-hour workweek consisting of 6 working days with 1 day off is established, with no more than 6 hours of work per day. These employees work in accordance with the workload plans and schedules for lectures, seminars, and consultations approved by their academic unit.

33. Research and administrative staff are scheduled for a 40-hour workweek consisting of 5 working days with 2 days off, with a maximum of 8 hours of work per day; Monday through Thursday, they work from 8:00 a.m. to 4:45 p.m., and on Friday from 8:00 a.m. to 3:30 p.m., with a 30-minute lunch break on each workday. These employees may work according to a different schedule agreed upon with their immediate supervisor.

34. On the eve of public holidays, the workday is shortened by 1 hour. This provision does not apply to employees working under a reduced work schedule. If, due to the specific nature of work organization or the University's continuous operations, it is not possible to shorten an employee's workday, this hour is compensated as overtime.

35. The recording of employees' working hours is carried out in accordance with these Rules and the procedure for filling out, compiling, and approving the University's work schedule and working time records, as approved by order of the rector.

36. An employee may be assigned one of the work schedules provided for in the Labor Code.

37. If an employee needs to leave work during working hours for non-work-related purposes, they must inform their immediate supervisor and obtain their consent. If an

employee is unable to arrive at work on time, they must inform their immediate supervisor and specify the expected time of arrival.

38. A faculty member wishing to change the course schedule for an important and objective reason must submit a request for a schedule change in accordance with the procedure established by the rector. The faculty member must coordinate this need with the students in advance.

39. If a faculty member is unable to attend a class at the time specified in the course schedule due to an accident or other unforeseen circumstances, they must inform the director of the academic unit or the staff member of the Academic Affairs Center responsible for preparing the academic schedule as soon as possible.

40. Vacation time is granted to an employee upon the employee's request in accordance with the Labor Code and the University's Procedure for Granting Vacation Time to Employees, approved by order of the rector. Faculty members are granted annual leave during the summer period without a separate request, by order of the rector, starting from the first working day of July of the current year, with the exception of faculty members serving as directors of institutes, deputy directors of institutes, and associate deans, to whom the general procedure for granting leave applies.

CHAPTER VII REMOTE WORK

41. If the terms of remote work are not specified in the employment contract, administrative and academic staff may work remotely for no more than 1 working day per week. Mondays or Fridays may be chosen as remote working days no more than twice a month.

42. Each structural unit prepares a preliminary remote work plan for each semester, which is approved by the unit head in the Document Management System (eDVS).

43. The head of an academic unit or an administrative structural unit, taking into account the circumstances or the specific nature of the unit and in consultation with their immediate supervisor, may establish a different procedure for organizing remote work within the unit.

44. The provisions on the organization of remote work set forth in this section of the Rules do not apply to administrative staff whose nature and specifics of work do not allow them to perform their assigned duties remotely. The list of these staff positions is approved by order of the rector.

45. An administrative or academic staff member intending to work remotely for a continuous period of more than 30 calendar days shall submit a request to determine the actual location of work until such time as they are able to perform their duties at the workplace specified in their employment contract. In such a case, the actual location where the administrative or academic staff member performs their duties is determined by order of the University rector for a period not exceeding 6 months.

46. If a remote work location has not been agreed upon in the employment contract, an administrative or academic staff member may, at their request and by order of the rector, be assigned a permanent remote work location, subject to a

recommendation from the vice-rector responsible for the relevant area, the director, or the head of the academic unit, depending on the employee's reporting relationship.

47. Remote work within a unit must be organized so that on one day of the workweek, all administrative staff members of the unit work on-site, and at any given time, at least half of the administrative staff are working on-site.

48. Faculty members may perform their research, administrative, and teaching duties - to the extent that such duties are not related to in-person instruction - remotely, provided that the nature of these duties does not require physical presence on the University premises and that the proper fulfillment of assigned tasks is ensured. Faculty members' contact teaching, as defined in the University's academic staff workload accounting standards approved by the Senate, may be performed remotely only to the extent permitted by the University's internal regulations.

49. The employee must ensure that their remote workspace complies with the requirements of laws and regulations governing employee safety and health, as well as other applicable laws and regulations, and must adhere to them. The employee must ensure the safety and health of themselves and others who could be harmed by the employee's improper conduct or errors, as well as the proper use and protection of equipment and work tools.

50. When working remotely, an employee must have access to the internet, a mobile phone, and the computer equipment necessary to perform their job duties. The employee must ensure that the internet connection is stable and, in the event of disruptions, must immediately take steps to restore the connection.

51. The performance of work duties remotely is considered equivalent to the performance of work duties at a physical workplace. Remote workdays are recorded in the timesheet as regular workdays.

52. When working remotely, an employee must:

52.1. comply with the principles of work discipline, professional ethics, and professional communication;

52.2. be reachable during working hours via the communication channels specified by the University (University-provided email, telephone, etc.) for a reasonable period of time;

52.3. ensure appropriate working conditions, the confidentiality of information, and the security of work equipment;

52.4. comply with requirements regarding personal data protection, information security, and employee health and safety;

52.5. immediately inform their immediate supervisor of any circumstances preventing them from performing their job duties remotely;

52.6. complete assignments and tasks by the specified deadlines;

52.7. report the results of remote work to your immediate supervisor in the usual manner.

53. The employee shall immediately inform their immediate supervisor and other responsible persons of any problems or obstacles that arise while performing their job duties remotely.

54. If necessary, an employee performing work remotely must, at the request of their immediate supervisor, report to the physical workplace within a reasonable

timeframe.

CHAPTER VIII EMPLOYEE SAFETY AND HEALTH

55. The head of the Personnel Management Center is responsible for formulating policies regarding employee safety and health, fire safety, and civil protection.

56. It is the University's duty to provide employees with safe and healthy working conditions in all aspects related to work.

57. The University must ensure that employees receive comprehensive information regarding the organization of employee safety and health, fire safety, and civil protection at the University; occupational risks in the workplace; and the requirements of applicable employee safety and health, fire safety, and civil protection, as well as the safe operating procedures required when performing their assigned duties.

58. Employees must undergo mandatory training on occupational safety and health and fire safety in accordance with the procedure established by the rector and may not begin performing their job duties without completing the training required for their position.

59. Employees must comply with the University's regulations governing occupational safety and health, fire safety, and civil safety, and must take the greatest possible care to ensure their own safety and health as well as that of other employees, in accordance with the instructions provided by the responsible persons.

60. Employees may not begin performing their job duties without having undergone the mandatory initial health examination. Responsible staff members at the Personnel Management Center monitor and ensure that the process of initial and periodic preventive health examinations is carried out and that deadlines are met.

61. In the case of an accident at work, on the way to or from work, or while performing work duties off-site, resulting in harm to an employee's health, the affected employee or any employee who witnessed the incident must immediately report it to the affected employee's immediate supervisor or to the Personnel Management Center.

62. If the accident occurs at the workplace, University employees must immediately provide first aid to the injured employee and, if necessary, call an ambulance or transport the employee to a medical facility.

63. The responsible staff members of the Personnel Management Center shall organize an investigation of the accident to determine the causes of the workplace accident and provide recommendations on how to prevent a similar incident in the future.

CHAPTER IX WAGES SYSTEM

64. The employee wages system, the structure of wages, and other rules are approved by the Council.

65. Employees' wages consist of a fixed part (base salary), a variable part, and one-time payments.

66. Salaries are paid to employees by bank transfer to the bank account specified by the employee twice a month: the salary is paid no later than the 10th day of the month, and the advance payment is paid no later than the 20th day of the month. Salaries are typically paid by the 5th day of the month. If the scheduled payment dates fall on a non-working day or a public holiday, payments are made no later than the first working day following such a day. Upon the employee's written request, wages may be paid once a month.

67. Employees are paid for overtime or night work, as well as for work on days off or public holidays - if such work is not scheduled - in accordance with the procedures set forth in the Labor Code. The decision regarding work on rest days or public holidays and overtime is made by the rector upon the recommendation of the head of the academic unit or the administrative unit.

68. Employees shall be paid no less than double their regular wage for work on a day off not scheduled in the work schedule or for work on a public holiday. At the employee's request, time worked on days off, public holidays, or overtime may be added to their annual leave.

69. At least once a month, the University shall provide employees, via the University-provided email address, with information regarding the amounts calculated, paid, and deducted by the University, as well as the duration of hours worked, specifying the duration of overtime separately.

70. The rector establishes the procedures for reimbursing expenses related to employee business trips and internships and for granting per diem allowances.

CHAPTER X

REQUIREMENTS FOR THE USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGIES

71. Employees have the right to use publicly available artificial intelligence (hereinafter "AI") technology tools in the performance of their duties.

72. AI tools may be used only as an auxiliary means, and the ultimate responsibility for the information prepared, submitted, or used rests with the employee in all cases.

73. Only those University documents that are publicly available on the University's website may be used when performing work functions with the aid of AI.

74. To ensure information security, AI technologies may be used only for the following functions: internal and external communication (preparing press releases and text messages), drafting internal procedures (without specifying the institution or its structural unit, or the responsible persons) and other documents intended for internal use and not published publicly, as well as performing daily tasks involving information that does not raise data security or legal obligations (e.g., preparing slides, creating images).

75. When using AI tools, employees are prohibited from entering confidential University information into the tools (including, but not limited to, copyrighted material, internal documents, personal data, and other sensitive information).

76. The University may provide employees with specific AI tools, licenses, or access intended for the performance of their job functions. Such AI tools may only be

used in accordance with usage policies agreed upon in advance with the University, subject to the conditions, restrictions, and control requirements set forth therein.

77. If questions arise regarding data protection, privacy, or other information sensitive to the University, the employee must immediately contact their immediate supervisor and the University's data protection officer.

CHAPTER XI REQUIREMENTS FOR THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES

78. At the University, depending on their job duties, employees are provided with information and communication technology, computer, and communications equipment, as well as other information technology and telecommunications equipment (hereinafter referred to as "work tools").

79. Each employee is provided with a unique username and password for accessing the University's network resources.

80. Work tools provided to employees for the performance of their job duties may also be used for personal purposes, in compliance with the requirements set forth in this section of the Rules, to the extent that such use does not interfere with the effective, high-quality, and timely performance of job duties and does not result in additional financial costs to the University.

81. Compliance with cybersecurity best practices is mandatory at the University to reduce the likelihood of becoming a victim of a cyberattack:

81.1. it is prohibited to disclose to third parties any information entrusted to employees regarding the unique login credentials provided for access to the University network, to post them on screens, and/or to leave them in places visible to others;

81.2. only software installed by responsible University staff or other authorized specialists may be used on an employee's assigned computer. It is prohibited to install, store, use, copy, or distribute any unauthorized, illegal, copyright-infringing, or personal software;

81.3. it is mandatory to carefully check the content of emails and the sender's address. It is recommended not to click on untrusted URLs (links in emails), especially those received from unknown senders. If an employee suspects that they have received a fraudulent email, they must immediately report it to the University's Information Technology Center at itc-helpdesk@mruni.eu;

81.4. before leaving the workstation (computer) and/or at the end of the workday, employees must close all program windows, shut down the computer, and ensure that no documents or data storage devices are left at the workstation.

82. Employees who use University-provided email, internet access, and other information technology and telecommunications equipment are also prohibited from:

82.1. publish confidential University information (including, but not limited to, copyrighted materials and internal University documents) on the Internet, unless this is related to the performance of their job duties;

82.2. use email and internet access for commercial purposes, activities prohibited by the laws of the Republic of Lithuania, or information that is defamatory, offensive,

threatening, or contrary to the principles of public decency and morality; computer viruses, the mass sending of malicious information, or for other purposes that may infringe upon the legitimate interests of the University or other persons;

82.3. distributing text, graphic, audio, and video material not directly related to work, or software; intentionally sending data infected with viruses, as well as various other program codes or files that may disrupt the functioning and security of computers, telecommunications equipment, or software;

82.4. independently modify or repair information technology and telecommunications hardware and software (if this would violate the rights assigned to the computer workstation user);

82.5. transfer information technology and telecommunications hardware and software to third parties, unless such transfer is related to the performance of work duties or could in any way harm the University's interests;

82.6. install, store, use, copy, or distribute any unauthorized, illegal, copyright-infringing, or personal software and/or computer hardware;

82.7. to use equipment to gain unauthorized access to domains or systems, to test system security, to scan systems, or to monitor computer network traffic.

83. The University does not guarantee the confidentiality of employees' personal information when they use email and Internet resources for personal purposes.

84. Employees who notice malfunctions in information technology equipment or environmental factors that could damage the equipment must immediately report this to the University's Information Technology Center via email at itc-helpdesk@mruni.eu.

CHAPTER XII

EMPLOYEE INCENTIVES AND RESPONSIBILITIES

85. Employees may be rewarded for the good and impeccable performance of their duties or for results achieved by receiving a letter of appreciation, being granted incentive leave, or receiving a one-time or periodic variable part of their salary.

86. Violations of employees' job duties are investigated in accordance with the procedure established by order of the rector.

87. A University employee may be issued a warning of termination of the employment contract by order of the rector for a second identical violation committed by the employee within the last 12 months (hereinafter referred to as a "warning").

88. An employment contract with a University employee may be terminated without notice and without payment of severance pay for the following reasons:

88.1. a second violation of the same nature of the employee's job duties committed within the last 12 months;

88.2. a gross violation of the employee's job duties.

89. The following may be considered a gross violation of work duties:

89.1. failure to report to work for an entire workday or shift without a valid reason;

89.2. appearing at the workplace while intoxicated or under the influence of narcotic, toxic, or psychotropic substances during working hours, except in cases where such intoxication was caused by the performance of professional duties;

89.3. refusal to undergo a medical examination when such an examination is mandatory under labor law;

89.4. violence or harassment, including psychological violence and gender-based violence or harassment (violence or harassment directed against individuals on the basis of their gender or disproportionately affecting individuals of a particular gender, including sexual harassment); discriminatory conduct or violations of the honor and dignity of other employees or third parties during working hours or at the workplace;

89.5. intentional financial damage to the employer or an attempt to intentionally cause financial damage;

89.6. an act committed during working hours or at the workplace that constitutes a criminal offense;

89.7. a violation of academic ethics, recognized as a gross violation by a decision of the commission investigating the violation, taking into account its impact, scope, damage, recurrence, and other characteristics;

89.8. other violations that constitute a gross breach of the employee's job duties.

90. Before deciding to issue a warning to an employee or to terminate their employment contract, the University must request a written explanation from the employee, unless the employee fails to provide such an explanation within a reasonable period of time set by the University.

91. The University shall make a decision to issue a warning or terminate the employment contract due to a violation committed by the employee after assessing the severity and consequences of the violation or violations, the circumstances under which they occurred, the employee's fault, the causal link between the employee's actions and the resulting consequences, the employee's conduct and work performance prior to the violation or violations, the University's established practices, and other relevant circumstances.

92. The University must make a decision to issue a warning or terminate the employment contract no later than one month after the violation comes to light and no later than six months from the date it was committed. The latter deadline is extended to two years if the violation committed by an employee of comes to light following an audit, inventory, or operational inspection.

CHAPTER XIII

CARE OF UNIVERSITY PROPERTY AND COMPENSATION FOR PROPERTY DAMAGE

93. Work tools or property are transferred to employees whose work is directly related to the safekeeping, receipt, issuance, sale, purchase, transportation, or other handling of University property in accordance with the procedure established by order of the rector.

94. Employees must safeguard, preserve, and use the property entrusted to them in a rational manner, and must comply with the instructions of the responsible administrative units of the University regarding inventory, reporting, and other actions necessary for the preservation of the property.

95. The University and its employees shall compensate the other party to the employment contract for any pecuniary or non-pecuniary damage caused through their fault, after the decrease in the value of the property, the degree of fault of the party causing the damage and the party suffering the damage, and other criteria set forth in the Labor Code.

96. The amount of pecuniary damage consists of direct losses and lost income. In determining pecuniary damage, the following are taken into account:

96.1. the value of the lost property or property that has depreciated, after deducting depreciation, natural wear and tear, and expenses incurred (direct losses);

96.2. the degree of the University's fault and the measures it took to prevent the damage from occurring;

96.3. the degree of the employee's fault and the actions taken by the employee to prevent the damage from occurring;

96.4. the extent to which the nature of the University's activities and the commercial and operational risks it bears contributed to the damage incurred.

97. The employee must compensate for all property damage caused, but not more than the amount of three times their average monthly salary; if the property damage was caused by the employee's gross negligence, the compensation shall not exceed the amount of six times their average monthly salary.

98. An employee must compensate for all damages in the following cases:

98.1. the damage was caused intentionally;

98.2. the damage was caused by the employee's actions that constitute a criminal offense;

98.3. the damage was caused by an employee who was intoxicated or under the influence of narcotic, toxic, or psychotropic substances;

98.4. damage caused by a breach of the duty to protect confidential information or a non-compete agreement;

98.5. the employer has suffered non-pecuniary damage;

98.6. when full compensation for damages is provided for in a collective bargaining agreement.

99. Damages caused by an employee may be compensated for voluntarily by mutual agreement of the parties. In the agreement on compensation for damages, the parties agree on the amount of damages to be compensated, the method of compensation, and the deadlines.

100. Damages caused by an employee that have not been compensated by mutual agreement may be deducted from the employee's wages by written order of the University. The amount of such a deduction may not exceed one month's average salary of the employee, even if the damage caused was greater. The University's order to recover this damage may be issued no later than three months from the date the damage became apparent.

CHAPTER XIV FINAL PROVISIONS

101. These Rules shall be approved, amended, and repealed by order of the rector.

102. University employees, by signing an employment contract, confirm that they have read and understood these Rules.

APPROVED

Mykolas Romeris University Trade Union
Chair, Prof. Dr. Eglė Bilevičiūtė