

APPROVED BY:

Resolution No. UT1-33-7 of the Council of the Lithuanian University of Health Sciences, dated 30 November 2023

AGREED WITH:

Labour Council of the Lithuanian University of Health Sciences Minutes No. 4, dated 20 October 2023

Trade Union of Employees of the Lithuanian University of Health Sciences Letter No. 005, dated 23 October 2023

Consultation Meeting with Employees' Representatives Minutes No. 1, dated 24 October 2023

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES RULES OF INTERNAL PROCEDURE

CHAPTER I GENERAL PROVISIONS

1. The Rules of Internal Procedure of the Lithuanian University of Health Sciences (hereinafter referred to as the Rules) establish the internal order of the Lithuanian University of Health Sciences (hereinafter referred to as the University).
2. These Rules shall apply to and be binding upon all members of the University community and all visitors to the University.
3. The purpose of these Rules is to ensure the proper organisation of the University's internal order, to establish the general standards of conduct applicable to members of the University community and visitors, and to create favourable conditions for the activities carried out at the University.
4. These Rules have been adopted in accordance with the following legal acts:
 - 4.1. the Law on Higher Education and Research of the Republic of Lithuania (hereinafter referred to as the Law);
 - 4.2. the Statute of the Lithuanian University of Health Sciences.
5. For the purposes of these Rules, the following terms shall have the meanings assigned to them below:
 - 5.1. **University community** – employees, students and learners.
 - 5.2. **Employees** – academic staff, research staff, human and animal healthcare professionals, employees holding managerial positions, members of the administrative staff, and other employees responsible for ensuring the University's operations, who are employed by the University under an employment contract.
 - 5.3. **Listeners** – persons undertaking studies at the University under a non-formal adult education programme or individual study subjects (modules).
 - 5.4. **Visitors** – third parties present on the University's premises and/or within its territory.

5.5. **Students** – persons enrolled at the University in a study programme or a doctoral programme.

CHAPTER II

GENERAL STANDARDS OF CONDUCT

6. Members of the University community shall, through their conduct, represent the University with dignity both while studying and/or working at the University and outside the University. They shall maintain a neat appearance, observe the requirements of personal hygiene, and refrain from any conduct, language, communication in social media, or other actions that may bring the University into disrepute.
7. Members of the University community and visitors shall interact with one another in accordance with the principles of respect, recognition of human rights, tolerance, courtesy, integrity, and academic ethics.
8. Members of the University community and visitors shall listen to one another respectfully and take all lawful measures to assist one another, give due consideration to requests and suggestions made by others, and reject unreasonable requests or suggestions in a tactful and well-reasoned manner.
9. Visitors shall conduct themselves in a civil and respectful manner while on the University's premises, maintain a neat appearance, refrain from conduct that undermines the University's values, and comply with the University's internal order.
10. Excessive noise shall be avoided on the University's premises and within its territory. Loud music is prohibited, and a professional working environment appropriate to an academic institution shall be maintained.
11. The use of obscene language or words and expressions that demean a person's honour and dignity is prohibited on the University's premises and within its territory. It is prohibited to store or disseminate information that demeans a person's honour and dignity in the workplace or by means of work equipment (including computers, telephones, and other devices). Public statements or discussions of a negative nature concerning the personality or competence of a member of the University community, as well as the belittling of or harassment of members of the University community or visitors, shall not be tolerated.
12. Cleanliness and hygiene requirements shall be observed on the University's premises and within its territory. Littering, leaving personal belongings or clothing in areas not designated for that purpose, or relocating University property without authorisation are prohibited.
13. Fire safety requirements, as well as occupational safety and health requirements, shall be strictly observed in all University premises.
14. Students and learners shall refrain from making noise or otherwise disrupting lecturers or other persons during lectures and other contact teaching sessions.
15. The consumption of alcoholic beverages, narcotic drugs or toxic substances is prohibited at any time on the University's premises, including University halls of residence. It is also prohibited to attend and/or remain at work, lectures, other contact teaching sessions, assessments, or other events held at the University while under the influence of alcohol, narcotic drugs, or toxic substances.

16. Smoking is strictly prohibited on the University's premises and within its territory, except where designated smoking areas or other appropriate infrastructure have been established to ensure other persons' right to an environment conducive to good health.
17. Pets may be brought onto and/or kept on the University's premises or within its territory only in accordance with the procedures established by the University.
18. Members of the University community and visitors shall protect and preserve University property and use work equipment, transport, electricity, and other material resources responsibly and efficiently.
19. Keys, access cards, alarm codes, and other means of access to the University's premises may be issued only to University employees (they shall not be transferred to other persons, except where permitted under the University's legal acts). The procedure governing their issue, safekeeping, and use shall be established by the Rector of the University or, where authorised by the Rector, by the head of the relevant organisational unit.
20. Members of the University community shall protect any information entrusted to them, use it solely for its intended purpose in the performance of their official duties, and shall not disclose, lose, or provide such information to persons who are not authorised to process it.
21. University premises, safes, and, where applicable, other equipment shall be kept locked to prevent unauthorised persons from accessing University information and property. For this purpose, unauthorised persons shall not be left unattended on the University's premises.
22. Members of the University community shall not lock themselves inside work premises, except where otherwise provided for by law.
23. Members of the University community may keep and consume food and beverages only in areas and/or using facilities designated for that purpose. The consumption of food or beverages while serving visitors or other members of the University community is prohibited.
24. Members of the University community who become aware of any breach of these Rules shall report it to the University administration. University employees shall also inform their immediate supervisor.
25. University employees shall immediately, and no later than within one (1) working day, report any observed damage to or other deterioration in the condition of University property to the head of the relevant organisational unit or the employee responsible for University property, unless other University rules prescribe different requirements.
26. Where members of the University community or visitors become aware of an imminent threat to life, health, safety, the environment, or property, they shall report it as soon as possible to the appropriate emergency services, the entity responsible for the administration of the building, the head of the relevant organisational unit, or another publicly designated responsible person.

CHAPTER III

USE OF COMPUTER EQUIPMENT AND OTHER RESOURCES

27. Members of the University community, visitors, and other persons, where such rights have been granted in accordance with the procedures established by the University, shall use the University's computer network resources, computer equipment, software, and information systems properly and in compliance with the applicable rules and requirements. They shall

- process information contained in them in accordance with the requirements of applicable legislation.
28. Unauthorised persons shall not use the University's computer and/or office equipment (including computers, telephones, photocopying and printing equipment, and similar devices), office supplies, or other University property, except where such rights have been granted in accordance with the procedures established by the University.
 29. The maintenance and repair of computers and communications equipment, as well as the installation of application software, shall be organised and carried out only by the responsible University organisational unit, authorised employee, or legal entity responsible for such activities. Accordingly, members of the University community are prohibited from carrying out the activities referred to in this paragraph themselves.
 30. Employees shall not use University-issued work equipment to post comments on online news portals, social media platforms, or other public communication channels, except where such activities form part of their official duties.
 31. Members of the University community and visitors shall be aware that:
 - 31.1. information transmitted via the Internet and electronic mail is not encrypted and the confidentiality of transmitted information is therefore not guaranteed; accordingly, such information shall be handled with due care, prudence, integrity, and in accordance with the law;
 - 31.2. the sender is responsible for the content of the information transmitted and for ensuring that appropriate security checks have been carried out;
 - 31.3. where authorised persons review computer data, Internet browsing history, or electronic mail messages for the purposes of resolving system security or operational issues, investigating suspected breaches, providing information to law enforcement authorities or courts, or conducting internal investigations on the instructions of a governing body of the University, such review shall not be regarded as a violation of the computer and/or electronic mail user's right to privacy;
 - 31.4. data transmission and electronic mail traffic, connection times, and other necessary information contained in system logs, as required by applicable legislation, are recorded to protect the University's computer workstations and information systems against unauthorised access, malware, loss of information, or damage, and for the purpose of investigating incidents;
 - 31.5. Internet and electronic mail traffic may be monitored and restricted to protect the computer network from excessive load.

CHAPTER IV

VEHICLE PARKING ARRANGEMENTS

32. Vehicles may be parked within the University's territory only in designated parking areas.
33. Parking vehicles on lawns, pavements, or pedestrian walkways is prohibited.
34. Vehicles shall be parked in accordance with the Road Traffic Rules and fire safety requirements.
35. Parking in the University's car parks is permitted only for University employees and visitors. Students may also park in the car parks adjacent to the University halls of residence. The

University may establish separate procedures governing the issue of parking permits for employees, visitors, and students.

CHAPTER V

LIABILITY FOR BREACHES OF THE RULES

36. Each member of the University community and each visitor shall be personally responsible for complying with these Rules.
37. Any damage caused to the University shall be compensated in accordance with the procedure established by the laws of the Republic of Lithuania.
38. Failure to comply with the provisions and/or requirements of these Rules may result in the application of measures provided for under the University's internal legal acts, the laws of the Republic of Lithuania, or other applicable legal acts.

CHAPTER VI

FINAL PROVISIONS

39. Members of the University community shall be informed of the provisions of these Rules by signature or through the University's document management system, as well as by their publication on the University's official website and intranet. Visitors to the University shall be informed of these Rules through their publication on the University's official website.
40. These Rules may be repealed and/or amended by order of the Rector of the University.
41. These Rules shall take effect on 1 January 2024.