



**RECTOR OF THE  
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

**ORDER**

**REGARDING THE APPROVAL OF THE PROGRAMME FOR THE IMPLEMENTATION  
AND ENFORCEMENT OF THE EQUAL OPPORTUNITIES POLICY**

31 December 2021, No. 2021-V-0669

Kaunas

Pursuant to Article 26 of the Labour Code of the Republic of Lithuania, Articles 6 and 7 of the Law on Equal Opportunities of the Republic of Lithuania, Articles 5 and 6 of the Law on Equal Opportunities for Women and Men of the Republic of Lithuania:

1. I APPROVE the supervision programme (attached) implementation and enforcement of the equal opportunities policy at the Lithuanian University of Health Sciences.
2. I INSTRUCT the Document Management Service to acquaint the heads of the structural units of the Lithuanian University of Health Sciences (hereinafter - the University) with this order through the information systems of the University.
3. I OBLIGE the heads of the structural departments of the University to acquaint the employees with this order via the means of information and communication technologies.
4. I OBLIGE the head of the Study Centre to acquaint students with this order via the means of information and communication technologies.
5. I ENTRUST the control of the order to Laima Matusevičienė, the Director of Administration and Finance.
6. This Order shall ENTER INTO FORCE on the date of its signing.

Rector

Prof. Rimantas Benetis

APPROVED

By the Rector of the Lithuanian University of Health Sciences

23 December 2021

Order No. 2021-V-0669

**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
THE PROGRAMME FOR THE IMPLEMENTATION AND ENFORCEMENT OF THE EQUAL  
OPPORTUNITIES POLICY**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Programme for Implementation and Enforcement of the Equal Opportunities Policy of the Lithuanian University of Health Sciences (hereinafter - the University) (hereinafter - the Programme) establishes the provisions for the implementation of the principles of equal opportunities and the procedure for supervision of implementation at the University.

2. The purpose of the programme – to ensure that the principles of equal opportunities for the lecturers, researchers, administration and other employees (hereinafter referred to as employees) are observed during studies, research activities at the University, and during the term of employment, the rights or privileges of students on the grounds of gender, race, nationality, citizenship, language, origin, social status, faith, belief or opinion, age, sexual orientation, disability, ethnicity, religion or other grounds.

3. The programme is an internal document of the University, binding the entire University community. All University staff and students are introduced to this programme by means of information and communication technologies. This programme is publicly available on the University website.

4. Employees must comply with the obligations and principles set out in the Programme in the performance of their duties.

**CHAPTER II  
TERMS AND DEFINITIONS**

5. **Equal opportunities** - implementation of human rights enshrined in international human and civil rights documents, and laws of the Republic of Lithuania, regardless of gender, race, nationality, citizenship, language, origin, social status, faith, beliefs or opinions, age, sexual orientation, disability, ethnic, religious and other statutory identities.

6. **Violation of equal opportunities** - direct and indirect discrimination, harassment, instruction to discriminate based on gender, race, nationality, citizenship, language, origin, social status, religion, faith or belief, age, sexual orientation, disability, ethnic, religious identity and other grounds defined by law.

7. **Direct discrimination** - the treatment of a person who, because of their age, sexual orientation, disability, race or ethnic origin, religion or belief, is treated less favourably than another is, has been or would be treated in a comparable situation.

8. **Indirect discrimination** - means an act or omission, a rule of law or a criterion of assessment, a manifestly neutral condition or practice which is formally identical but the implementation or application

of which may result in, results in or resulted in de facto restriction of rights or privileges, preferences or advantages for persons of a particular sexual orientation, disability, racial or ethnic origin, religion or belief.

9. **Harassment** - means unwanted treatment based on gender, race, nationality, citizenship, language, origin, social status, religion, belief, which aims to create or creates an intimidating, hostile, degrading, or offensive environment.

10. **Sexual harassment** - means unwanted sexual abuse of a person, expressed orally, in writing or in physical action, where such conduct is motivated by an intention or effect prejudicial to the dignity of the person, in particular by creating an intimidating, hostile, degrading or offensive environment.

11. **Psychological violence** - hostile, degrading, aggressive behaviour towards a person, as well as intimidation, degrading treatment, inadequate demands, intentional disregard of the person, separation from the team and common activities.

12. Other terms used in this Programme shall be understood and interpreted as defined in the Law on Equal Opportunities of the Republic of Lithuania, the Law on Equal Opportunities for Women and Men of the Republic of Lithuania and other legal acts of the Republic of Lithuania.

### **CHAPTER III**

#### **GROUNDS FOR PROHIBITED DISCRIMINATION AND SCOPE OF IMPLEMENTATION**

13. The University prohibits direct and indirect discrimination based on the following personal characteristics protected by law:

13.1. gender.

13.2. racial or ethnic origin.

13.3. nationality, citizenship, origin or language.

13.4. social status.

13.5. religion, faith, beliefs and views.

13.6. gender.

13.7. disability.

13.8. sexual orientation.

13.9. membership in a political party or association.

13.10. beliefs or views.

13.11. intentions to have a child (children).

13.12. circumstances unrelated to the business characteristics of the employees.

13.13. on other grounds provided by law.

14. The University also does not tolerate any form of harassment, sexual harassment, psychological violence, bullying or abuse of position.

15. Exceptional treatment of a person because of the identity of the person protected by law will not be considered discrimination only in the very rare, defined cases, which include:

- 15.1. special protection of women during pregnancy and childbirth and breastfeeding;
  - 15.2. only women are subject to occupational safety requirements aimed at preserving their health, considering their physiological characteristics;
  - 15.3. certain work which can be performed only by a person of a particular gender, where gender is a necessary (unavoidable) and decisive professional requirement because of the nature of the specific professional activities or the conditions under which they are pursued;
  - 15.4. statutory age restrictions justified by a legitimate aim and pursued by appropriate and necessary means;
  - 15.5. statutory requirements to speak the state language;
  - 15.6. different law applies to nationality in cases provided for by law;
  - 15.7. special measures established by law in the fields of healthcare, occupational safety, employment, labour market in order to create and apply conditions and opportunities for people with disabilities that guarantee and promote integration into the working environment;
  - 15.8. special temporary measures prescribed by law to ensure equality and to prevent any violation of equal opportunities on grounds of age, sexual orientation, disability, racial or ethnic origin, religion or belief;
  - 15.9. cases where, due to the nature of the specific professional activities or the conditions under which they are pursued, a particular human characteristic is a normal and decisive professional requirement, and that aim is legitimate, and the requirement is proportionate.
16. The University must ensure that staff and students are not discriminated against:
    - 16.1. during the recruitment process;
    - 16.2. when creating equal working conditions and opportunities for professional development;
    - 16.3. when evaluating the work performed;
    - 16.4. during dismissal;
    - 16.5. when paying wages;
    - 16.6. when adapting working conditions for people with disabilities;
    - 16.7. when implementing prevention of discrimination, harassment, sexual harassment;
    - 16.8. when ensuring the possibility of reporting discrimination, harassment and sexual harassment and the effective and impartial handling of complaints;
    - 16.9. when admitting persons to study, approving study programmes, assessing students' knowledge, awarding scholarships, benefits, dormitories;
    - 16.10. when adapting study conditions for students with disabilities;
    - 16.11. during academic activities.

## **CHAPTER IV**

### **IMPLEMENTATION OF EQUAL OPPORTUNITIES POLICY in recruitment and dismissal**

17. All persons are provided with equal and fair employment opportunities at the University in accordance with the requirements of legal acts, regardless of gender, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnicity, religion or other personal identity characteristics protected by law, and are determined only by education, work qualifications, experience, skills, abilities, subject and personal characteristics and criteria for the prompt and high-quality performance of certain work.

18. Recruitment usually involves several stages: the announcement of the employment position, the selection of candidates for the job interview, the job interview and the decision to hire.

19. Vacancies at the University are published on the University website, through a specialised search portals or through other information channels.

20. The criteria for selection for positions at the University must be clear, precise, comprehensive, non-exhaustive, based solely on the subject-matter requirements of the applicant and ensuring equal opportunities and non-discrimination, except for age, state language proficiency, citizenship and other applicable rights, where, owing to the nature of the particular professional activities or the conditions under which they are pursued, a particular human characteristic is an essential and decisive professional requirement, and that aim is legitimate and the requirement is proportionate.

21. Recruitment notices shall not specify requirements based on gender, race, nationality, citizenship, language, origin, social status, religion, belief, opinion, age, sexual orientation, disability, ethnicity, faith or any other ground other than those required by law, cases of age, proficiency in the state language, nationality, as well as cases where, due to the nature of the particular professional activities or the conditions under which they are pursued, a particular human characteristic is an essential and decisive professional requirement, which is legitimate and proportionate.

22. In the job advertisement / job interview, all requirements / questions must be related only to the employee's suitability to perform the job function, his / her competence, professionalism, experience and other similar criteria.

23. Members of staff who are part of the interviewing process may not ask any questions about the candidate's gender, age, sexual orientation, social status, disability, race or ethnic origin, religion, belief or religion, or the role of the candidate in the home or family, unless directly related to the professional performance.

24. A person's gender, age, disability, ethnic origin or other legally protected personal characteristics may not be the basis for deciding whether to employ a full-time or part-time employee or to enter into a contract with an employee, such as a fixed-term or open-ended contract.

25. Once the candidate has already been employed, employee should inform the employer of the information on his or her marital status in order to ensure that the statutory guarantees are applied. The employee may refuse to provide such information. In this case, the employee is informed that if the specified information or documents are not provided, the University will not be able to guarantee the employee the application of the guarantees provided by law.

26. The criteria applied at the University for dismissal of employees are related only to the employee's qualification, improper performance of professional duties and other circumstances provided by law. When deciding on the dismissal of an employee, the dismissal criteria shall be applied equally to

all employees, considering objective criteria. Exceptions may be made only where the nature of the work requires the worker to meet the age and physical fitness requirements required for the performance of their duties.

27. Dismissal is regulated by certain norms of the Labour Code of the Republic of Lithuania.

28. If there is a need to dismiss the employee (s) at the initiative of the employer through no fault of the employee (s) (Article 57 (3) of the Labour Code), the University undertakes to form a selection committee and prepare and agree with the Labour Council on the selection criteria for the employees being dismissed. This obligation also applies in the event of redundancies in a group of employees when some of the employees performing the same function are made redundant.

## **CHAPTER V**

### **IMPLEMENTATION OF EQUAL OPPORTUNITIES POLICY WHEN PROVIDING CONDITIONS FOR WORK AND PROFESSIONAL DEVELOPMENT**

29. The University undertakes to create equal working conditions for all employees (as far as possible considering the specifics of the employee's work), as well as equal opportunities to improve qualifications, pursue professional development, retrain, gain practical work experience, as well as provide equal benefits to employees. It is prohibited to exclude such opportunities on discriminatory grounds.

30. All employees, regardless of their gender, race, nationality or other legally protected characteristic, must have a healthy and safe work environment, and each employee must be provided with the necessary means and assets to complete their work.

31. Discrimination on the grounds of age, gender, disability and other grounds specified in Clause 13 of the Programme shall be prohibited in making decisions regarding the work schedule, working hours, flexible working hours, compulsory or additional leave of employees.

32. Promotion opportunities at the University depend on the employee's competence, qualifications, available experience and knowledge, achieved work results, quality of work and the University's ability to give the employee a higher position.

33. The annual or other performance review of employees shall be carried out in accordance with the legal requirements and applying the same criteria to all employees, regardless of their gender, race, nationality, citizenship, language, origin, social status, religion, belief or opinion, age, sexual orientation, disability, ethnicity, religion or other circumstances unrelated to the employee's profession, job performance, professional achievements or personal performance.

## **CHAPTER VI**

### **IMPLEMENTATION OF EQUAL OPPORTUNITIES POLICY IN THE FIELD OF PAY**

34. The university must have an approved pay system that sets the pay for specific positions and avoids any discrimination based on gender, age or other grounds. The specific amount of remuneration

for a potential or current employee shall be determined based on objective criteria relating to the employee's abilities, competence, qualifications, experience and knowledge.

35. Employees must be paid the same pay for the same or equivalent work regardless of the employee's gender, race, nationality, citizenship, language, origin, social status, faith, beliefs or opinions, age, sexual orientation, disability, ethnicity, religion or other discriminatory grounds. The same work means the performance of work activities which, according to objective criteria, are the same or like other work activities to such an extent that both employees can be rotated without higher costs for the University. Equivalent work means that, according to objective criteria, it is no less qualified and no less important for the University in achieving its operational goals than other comparable work.

36. The bonuses and all other incentives for employees are applied in accordance with the criteria set out in the Remuneration System.

## **CHAPTER VII**

### **IMPLEMENTATION OF EQUAL OPPORTUNITIES POLICY FOR WORKERS AND STUDENTS WITH DISABILITIES**

37. The University shall take measures to ensure that people with disabilities have access to employment, work, including appropriate working conditions, facilities, careers and study, provided that such measures do not disproportionately burden the University's responsibilities.

38. Appropriate adaptation is a necessary and appropriate modification that does not impose a disproportionate or unreasonable burden and is necessary in a specific case to ensure that persons with disabilities enjoy all human rights and fundamental freedoms on an equal basis with others.

39. The application must be effective and practical, I. E. the measures chosen should actually help the employee perform the functions of a specific job. The University has a duty to adapt only the conditions related to work functions and studies and only those necessary for work and studies.

## **CHAPTER VIII**

### **IMPLEMENTATION OF EQUAL OPPORTUNITIES POLICY IN THE STUDY PROCESS**

40. The University takes measures and ensures equal conditions for awarding scholarships and study credits; equal conditions for the selection and choice of curricula; equal conditions for knowledge assessment.

41. The University takes measures to ensure that students do not experience harassment and sexual harassment.

42. The University shall take steps to ensure that textbooks and teaching materials do not discriminate against or promote discrimination in communication with students based on gender, race, nationality, citizenship, language, origin, social status, faith, belief or opinion, age, sexual orientation, disability, ethnicity or based on religion.

43. The University shall take measures to protect students who testify or give explanations about discrimination from hostile behaviour, adverse consequences and other forms of harassment in response to a complaint or other legal proceeding regarding discrimination.

## **CHAPTER IX**

### **SUPERVISION OF THE PREVENTION OF DISCRIMINATION AND HARASSMENT**

44. The Equal Opportunities Coordinator is responsible for ensuring that the requirements of this Programme are met at the University both in the process of admission to employment and in the process of employment and dismissal, studies and research.

45. All employees of the University (candidates for vacancies), students who believe that they have not been guaranteed equal opportunities or have been in a situation of violation of equal opportunities, have the right to file a complaint with the University.

46. In order to report discrimination or violation of equal opportunities, an employee may apply to the Rector of the University, who in a specific case initiates the formation of a Commission appointed to examine such a report (complaint).

The confidentiality of the report (complaint) must be guaranteed.

47. Students who face discrimination or violation of equal opportunities may apply to the Rector or Vice-Rector for Studies of the University, who in a particular case initiates the formation of a Commission appointed to examine such a report (complaint). The confidentiality of the report (complaint) must be guaranteed.

48. Employees and students who have experienced harassment, sexual harassment, psychological or other violence shall file complaints (reports) in accordance with the University Senate Resolution of 29 November 2018 No. 107-05 via the procedure established in the Rules for the Prevention of Harassment, Sexual Harassment, Persecution and Violence at the Lithuanian University of Health Sciences.

49. Accordingly, the head of the department, the responsible employee of the University or their group shall clarify the situation and submit a report to the Rector of the University within the shortest possible time, but not later than within 10 (ten) working days. The report must state whether the complaint is well-founded, and the circumstances set out in it have been confirmed.

50. If it is established that the complaint was substantiated, the Rector of the University, considering the seriousness of the violation, has the right to apply the sanction provided for in the Labour Code of the Republic of Lithuania to the employee who violated the work discipline. In the event of any indication or finding that an administrative offence or criminal offence has been committed, the complaint shall be referred immediately to the competent authority. Information about such a complaint is considered confidential and may not be disclosed to persons who are not involved in the alleged violation or its investigation.

51. Students and staff may ask the University Rector or supervisors to get involved and resolve the situation informally, for example, by talking to an employee who is accused of misconduct. Such an informal solution to the situation would constitute good practice, especially if there is all the information



needed to decide. However, if the versions of the parties differ, it is recommended to initiate a formal complaints procedure.

52. Any harassment or hostile treatment of a student, employee or candidate who has complained of discrimination or other violation of his or her equal opportunities, who is involved in a discrimination case, or their representatives or persons who testify and give explanations about discrimination, is prohibited and considered a breach of duty, for which the liability provided for in the Labour Code of the Republic of Lithuania may be applied.

53. University employees, students who believe that their equal opportunities have been violated, have the right to apply to the Equal Opportunities Ombudsman in accordance with the procedure established by the Law on Equal Opportunities of the Republic of Lithuania, regardless of whether they contacted individuals identified in pt. 46 and 47.

Recourse to the Equal Opportunities Ombudsman does not restrict the possibility to defend one's rights in court in accordance with the procedure established by legal acts.

## **CHAPTER X**

### **PROGRAMME IMPLEMENTATION AND EVALUATION OF EFFECTIVENESS**

54. The Rector of the University shall appoint an Equal Opportunities Coordinator who shall be responsible for the coordination, implementation and ongoing monitoring of the objectives and indicators of this Programme and the Gender Equality Plan.

55. The Programme is implemented through an action plan with specific annual targets and indicators, which are constantly monitored and evaluated.

56. By the end of each calendar year, the Equal Opportunities Coordinator shall submit to the Rector of the University and present to the Rectorate a report on the implementation of this Programme Plan at the University.

57. All University staff have the right to comment, feedback on the Programme and the Gender Equality Plan, their effectiveness, and to make suggestions for changes or additions to the Programme.

Proposals are submitted in person or anonymously through the Equal Opportunities Coordinator.

58. The University informs the Labour Council about the approved Programme for monitoring the implementation and enforcement of the Equal Opportunities Policy.

59. The Programme and implementation plans need to be constantly reviewed and improved.

Appendices:

Appendix 1. Equal Opportunities Policy Implementation Plan

**EQUAL OPPORTUNITIES POLICY IMPLEMENTATION PLAN FOR 2022–2026**

<b>Line No.</b>	<b>Execution time</b>	<b>Measure / task</b>	<b>Responsible person</b>
1.	December 2021	Approve the Plan for Gender Equality.	Rector Director of Administration and Finance
2.	2022	Establish an equal opportunities coordinator position at the University.	Rector Director of Administration and Finance
3.	Continually	Ensure implementation of the Programme of the Gender Equality Plan.	Equal Opportunities Coordinator
4.	June 2022	Join the Wings of Equal Opportunities standard to receive a high score on equal opportunities policy.	Equal Opportunities Coordinator
5.	June-September 2022	To prepare and start implementing a practical leadership (syn. Mentoring) programme, open to all students from abroad studying at the University, facilitating their adaptation and socialisation in the new academic, social and cultural environment and promoting the involvement of foreign students in the University community, events, activities, opportunities to get to know the community better.	Equal Opportunities Coordinator International Relations and Study Centre Student Union Faculties
6.	2022-2026	Review and, if necessary, update the University's remuneration system, considering the requirements of gender equality and non-discrimination, considering the University's strategic development guidelines and their implementation plan.	Economics and Planning Department Human Resources Department Accounting department Director of Administration and Finance Equal Opportunities Coordinator
7.	2024	In accordance with the University's strategic development guidelines and their implementation plan, review the flexible working time policy at the University and, if necessary, improve its implementation.	Equal Opportunities Coordinator Heads of Departments
8.	2024	Adopt a policy on the adaptation of work and study places, conditions and facilities for employees and students with disabilities.	Staff Health and Safety Department Study Centre Building Maintenance and Repairs Department
9.	2024	Considering the University's strategic development guidelines and their implementation plan, review the description of staff training at the University in accordance with the principles of gender equality and non-discrimination.	Equal Opportunities Coordinator Human Resources Department
10.	Upon receipt of a report (complaint)	To form a commission that would be responsible for examining the report (complaint) regarding possible discrimination or violation of equal opportunities in a specific case.	Rector Vice-Rector for Studies
11.	Upon receipt of a report (complaint)	Examination of complaints, statements regarding possible discrimination or violation of equal opportunities.	Commission responsible for examining a report (complaint) of possible discrimination or breach

			of equal opportunities in a particular case
12.	Continually	Review job descriptions and, if necessary, update them to ensure that the requirements set are in line with the principles of gender equality and non-discrimination and good practice.	Human Resources Department
13.	Continually, while preparing and publishing job advertisements.	Indicate in job advertisements that the University is an equal opportunities employer.	Persons responsible for the preparation and publication of job advertisements Human Resources Department Communications Department
14.	Continually	Organise training for employees on non-discrimination and gender equality.	Equal Opportunities Coordinator Human Resources Department Legal Department Study Centre
15.	Annually	Submit a report to the Rector of the University on the implementation of the principles of gender equality and non-discrimination.	Equal Opportunities Coordinator
16.	Annually	Conduct a survey of university staff and students to assess harassment, violence, discrimination in the study environment, including discrimination based on gender or sexual orientation, to assess employee satisfaction with work-life balance in order to find out the well-being of employees, the microclimate of the organisation.	Equal Opportunities Coordinator