



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

**ORDER
ON THE APPROVAL OF THE EQUAL OPPORTUNITIES AND DIVERSITY
POLICY OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**
Kaunas

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

1. I do hereby approve the Equal Opportunities and Diversity Policy of the Lithuanian University of Health Sciences (hereinafter referred to as the “Policy”) (attached).

2. I do hereby oblige:

2.1. The Document Management Service to familiarise the heads of structural units (hereinafter referred to as the “Heads”) with this Order through the @DVS module of the document management system of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”);

2.2. The Heads to familiarise the employees of the structural units;

2.3. The Head of the Study Centre to organise and ensure that all students of the University are familiarised with this Order by means of the information technology facilities of the University;

2.4. The Equal Opportunities Ombudsman to publish this Policy on the University’s website and intranet.

3. I do hereby declare Order No 2021-V-0669 of the Rector of 23 December 2021 “On the Approval of the Programme for the Implementation and Follow-Up of the Equal Opportunities Policy” null and void.

4. I do hereby assign the control over this Order to the Director of Administration and Finance Laima Matusevičienė.

5. This Order shall enter into force on the date of signature thereof.

Chancellor of the Academy of Medicine,
substituting the Rector

Prof. Daiva Rastenytė

APPROVED BY
Order No 2024-V-0448 of the Rector of the
Lithuanian University of Health Sciences
of 31 December 2024

EQUAL OPPORTUNITIES AND DIVERSITY POLICY OF LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Equal Opportunities and Diversity Policy (hereinafter referred to as the “Policy”) of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”) shall define and regulate the principles of ensuring, fostering and implementation of equal opportunities and diversity and the means of their implementation at the University.

2. The Policy applies to the entire University community and to persons seeking employment or studying at the University (hereinafter referred to as “other persons”). The entire University community shall be familiarised with the Policy by means of information technologies. The Policy shall be made publicly available on the University’s website.

3. The Policy has been prepared on the basis of international human and civil rights instruments applicable in the Republic of Lithuania, the Labour Code of the Republic of Lithuania, the Republic of Lithuania Law on Equal Treatment, the Republic of Lithuania Law on Equal Opportunities for Women and Men and other legal acts, and the Code of Conduct of the University.

4. The aim of the Policy shall be to ensure that the principle of equal opportunities and diversity is respected in the conduct of studies and research activities at the University, recruitment of employees, and termination of employment relationships, i.e. the prohibition to restrict the rights of all employees and students, or grant them privileges on the grounds of sex, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnicity, religion, marital status, or any other grounds.

5. The University shall encourage the active involvement of the University community to ensure the implementation of this Policy.

CHAPTER II TERMS AND DEFINITIONS

6. For the purposes of this Policy, the terms or abbreviations shall have the following meanings:

6.1. “**Discrimination**” shall direct and indirect discrimination, harassment, instruction to discriminate on the grounds of sex, race, nationality, language, origin, social status, religion, convictions or views, age, sexual orientation, disability, religion, marital status or any other grounds.

6.2. “**Equal opportunities and diversity**” shall mean the implementation of human rights enshrined in international instruments on human and civil rights and the laws of the Republic of Lithuania, irrespective of gender, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin, religion, marital status, and any other features of a person’s identity protected by the law.

6.3. “**Breach of equal opportunities and diversity**” shall mean a failure to comply with the

principles and/or implementation measures set out in this Policy and/or a failure to fulfil or inadequate fulfilment of obligations in relation thereto.

6.4. “**Indirect discrimination**” shall mean an act or omission, legal provision, assessment criterion, apparently neutral provision or practice that formally are the same but their implementation or application results or would result in de facto restrictions on the exercise of rights or extensions of privileges, preferences or advantages on grounds of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion, unless that act or omission, legal provision or assessment criterion, provision or practice is justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.

6.5. “**Policy**” shall mean the Equal Opportunities and Diversity Policy of the Lithuanian University of Health Sciences.

6.6. “**Harassment**” shall mean any unwanted conduct which occurs with the purpose, or effect, of violating the dignity of a person, and of creating an intimidating, hostile, humiliating or offensive environment on grounds of sex, race, nationality, citizenship, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion

6.7. “**Psychological violence**” shall mean hostile, humiliating, aggressive behaviour towards a person, including intimidation, belittling, inadequate demands, deliberate ignoring, exclusion from the team and common activities.

6.8. “**Sexual harassment**” shall mean any form of unwanted and insulting verbal, written or physical conduct of a sexual nature with a person, with the purpose or effect of violating the dignity of the person, in particular when creating an intimidating, hostile, humiliating or offensive environment.

6.9. “**Direct discrimination**” shall mean treating a person less favourable than another is, has been or would be treated in a comparable situation on grounds of sex, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnic origin, religion, marital status and other grounds, except as provided for by law.¹

6.10. “**University community**” shall mean all staff and students of the University.

7. For the purposes of this Policy, other terms shall be understood and interpreted as defined in the Republic of Lithuania Law on Equal Treatment, the Republic of Lithuania Law on Equal Opportunities for Women and Men and other legal acts of the Republic of Lithuania.

CHAPTER III PRINCIPLES OF EQUAL OPPORTUNITIES AND DIVERSITY

8. The University shall not tolerate any form of violence, discrimination, harassment, bullying or abuse of position.

9. The University shall respect and protect the rights of every member of the University community and other persons, treat them with respect and fairness, ensure a working, research and study environment that reflects the diversity of society, and promote the principles of tolerance and respect for diversity in its activities.

10. Members of the University community must be honest, objective, open to diversity, not demean or discriminate against others, and adhere to the highest principles of equal opportunities and respect for human rights.

11. The University must ensure that members of the University community and other persons are not discriminated against:

11.1. recruitment and dismissal;

11.2. providing equal working conditions and opportunities for professional development;

¹ Article 2(9) the Law on Equal Opportunities of the Republic of Lithuania.

- 11.3. assessing the carried out work;
- 11.4. paying wages;
- 11.5. adapting working and study conditions for people with disabilities;
- 11.6. preventing discrimination and harassment;
- 11.7. ensuring access to reporting discrimination, harassment and effective and impartial complaint handling;
- 11.8. admitting for studies, curriculum approval, student knowledge assessment, granting of scholarships, grants, concessions and dormitories;
- 11.9. carrying out research activities;
- 11.10. planning and implementing the Policy.

CHAPTER IV

IMPLEMENTATION OF THE PRINCIPLE OF EQUAL OPPORTUNITIES AND DIVERSITY IN RECRUITMENT AND DISMISSAL

12. Candidates shall be subject to the same selection criteria and conditions for admission to employment with the University, except where the nature of the professional activities in question, or the conditions of their performance, make a particular characteristic of a person an essential and decisive occupational requirement, and where the afore-mentioned objective is legitimate and the requirement is proportionate.

13. Vacancies at the University shall be advertised publicly on the University's website and/or through specialised search portals or other information channels.

14. It shall be prohibited to include any requirement which gives preference on the grounds of sex, race, nationality, citizenship, language, origin, social status, religion, belief or opinion, age, sexual orientation, disability, ethnic origin, religion, marital status or any other grounds in advertisements for recruitment, except in cases provided for by law on grounds of age, proficiency in a national language, nationality, or where, by reason of the nature of particular professional activities or the conditions in which they are carried out, a particular characteristic of a person constitutes an essential and decisive professional requirement, and the aim is legitimate and the requirement is proportionate.

15. All requirements/questions in the job advertisement/interview must relate only to the suitability of the employee for the job function, his competence, professionalism, experience and other similar criteria.

16. Employees attending a recruitment interview may not ask any questions about the candidate's sex, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnic origin, religion, marital status or any other discriminatory question, except where it is directly related to the proper performance of the job functions.

17. A person's gender, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnicity, religion, marital status or any other characteristic of a person protected by law may not be used as a basis for deciding whether or not to employ an employee at all whether the contract is part-time or full-time, and what type of contract to sign with the employee, for example, fixed-term or open-ended.

18. In accordance with the Rules of Procedure of the University, an employee may provide information on his marital status in order to ensure the application of the guarantees provided for by law. The employee may refuse to provide such information, in which case, if the employee fails to provide the information or documents specified, the University shall not be able to ensure that the employee is covered by the statutory guarantees.

19. The University's criteria for dismissal shall be limited to the employee's qualifications,

inadequate performance of his duties and other circumstances provided for by law. The criteria for dismissal shall be applied equally to all employees, taking into account objective criteria. Exceptions may be made only in cases where the established requirements are necessary for the performance of the job functions.

CHAPTER V
IMPLEMENTING THE PRINCIPLE OF EQUAL OPPORTUNITIES AND DIVERSITY IN PROVIDING CONDITIONS FOR WORK AND PROFESSIONAL DEVELOPMENT

20. The University shall provide equal working conditions, a uniformly safe and healthy working environment for the performance of the necessary job functions, the necessary tools and equipment for the performance of the work, protective equipment, flexible working conditions and equivalent benefits, taking into account the nature of the activity.

21. The University shall provide equal opportunities for professional development, further training, retraining, practical work experience, professional and subject potential and a career based on professional competences, experience and skills.

22. Annual or other performance appraisals shall be carried out in accordance with the requirements laid down in the legislation and using the same criteria for all employees.

CHAPTER VI
IMPLEMENTATION OF THE PRINCIPLE OF EQUAL OPPORTUNITIES AND DIVERSITY IN PAYING FOR WORK

23. The employee remuneration system approved by the University which shall set the wage levels for specific job groups and sub-groups and avoid any discrimination. The specific wage level for a prospective or existing employee shall be determined on the basis of objective criteria relating to the employee's abilities, competencies, qualifications, experience and knowledge.

24. Employees shall be paid the same wages for the same or equivalent work. Equal work shall mean the performance of a work activity which is identical or similar to another work activity in terms of objective criteria to the extent that the two can be interchanged without significant cost to the University. Equivalent work shall mean that it is, according to objective criteria, at least as skilled and at least as important to the achievement of the University's performance objectives as any other comparable work.

25. Bonuses and all other incentives shall be applied uniformly on the basis of the criteria laid down in the University's remuneration system.

CHAPTER VII
IMPLEMENTING THE PRINCIPLE OF EQUAL OPPORTUNITIES AND DIVERSITY FOR EMPLOYEES AND STUDENTS WITH DISABILITIES

26. The University shall take measures and ensure that members of the University community who have disabilities are able to access employment, work, careers, study or research, including reasonable accommodation of working conditions and facilities, provided that such measures do not disproportionately impair the University's duties.

27. Reasonable accommodation shall be necessary and appropriate modifications that do not impose a disproportionate or unreasonable burden and that is necessary in a particular case to ensure that persons with disabilities have access to, and enjoy all human rights and fundamental freedoms on an equal basis with others.

28. The adaptation must be effective and practical, i.e. the chosen tools should actually help the employee to perform the functions of the job or take part in study/research activities. The University shall have the duty to accommodate only those conditions that are relevant to the functions of work and study and only those that are necessary for work and study.

CHAPTER VIII IMPLEMENTING THE PRINCIPLE OF EQUAL OPPORTUNITIES AND DIVERSITY IN THE STUDY PROCESS

29. The University shall take measures to ensure equal conditions for the award of scholarships and study credits, uniform conditions for the selection and choice of curricula, and equal conditions for the assessment of knowledge.

30. The University shall take measures and ensure that students are not harassed, sexually harassed or instructed to discriminate against students on the grounds of sex, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnicity, religion, marital status or any other grounds.

31. The University shall take measures and ensure that there is no discrimination or advocacy of discrimination on the grounds of sex, race, nationality, citizenship, language, origin, social status, religion, beliefs or opinions, age, sexual orientation, disability, ethnicity, religion, marital status or any other grounds in its communication with students, textbooks and teaching aids.

32. The University shall take steps to ensure that students who testify or provide explanations in relation to a breach of equal opportunities and diversity are protected from hostile treatment, adverse consequences and other forms of victimisation when responding to a complaint or other legal proceedings in relation to a breach of equal opportunities and diversity.

CHAPTER IX PROCEDURE FOR SUBMISSION AND EXAMINATION OF A NOTIFICATION (COMPLAINT) CONCERNING BREACHES OF EQUAL OPPORTUNITIES AND DIVERSITY

33. The University shall provide an opportunity for all members of the University community and other persons to report possible breaches of equal opportunities and diversity and undertake to investigate them in accordance with the established procedure. All information relating to notifications/complaints and information of any kind obtained in the course of their examination shall be confidential.

34. The members of the University community or other persons must report potential breaches of equal opportunities and diversity according to the contact details specified in paragraph 35 of the Policy as soon as possible, but no later than within three (3) months from the occurrence of a potential breach of equal opportunities and diversity and/or the discovery of a breach of equal opportunities and diversity that has occurred, is occurring, or is expected to occur.

35. Notifications/complaints of possible breaches of equal opportunities and diversity should be made directly to the Equal Opportunities Coordinator by e-mail lygiosgalimybes@lsmu.lt, the Rector of the University, the Vice-Rector for Studies or the immediate supervisor. The Rector of the University, the Vice-Rector for Studies or the employee's immediate supervisor shall inform the Equal Opportunities Coordinator of the notification/complaint upon receipt.

36. The notification/complaint shall be examined by the Equal Opportunities and Diversity Breach Commission (hereinafter referred to as the "Commission") set up by the Rector of the University, which shall consist of the Equal Opportunities Coordinator, an employee of the Personnel

Service, an employee of the Legal Service, and a psychologist from the Department of Health Psychology at the Faculty of Public Health of the Faculty of Public Health of the Medical Academy. The Heads or employees of the relevant structural units of the University, representatives of the Legal Council, the Trade Union and the Student Representative Office shall be invited to the meetings organised by the Commission, if necessary, depending on the content of the notification (complaint). Members of the Commission shall be required to sign the Declaration of Impartiality and the Pledge of Confidentiality before commencing their work. In the event of reasonable doubt as to impartiality and independence, a member of the Board shall recuse himself from the consideration of the report/complaint and the decision-making process. The organisation of the Commission's work shall be laid down in the Rules of Procedure of the Commission.

37. A notification/complaint concerning a possible breach of equal opportunities and diversity must include the following information (the recommended form is attached):

37.1. The name, surname of the member of the University community or other person making the notification/complaint,

37.2. The name, surname, job title (if known) of the member of the University community who may have committed a breach of equal opportunities and diversity offence,

37.3. The specific alleged breach of equal opportunities and diversity and the circumstances, date, place, process that has led to the alleged breach of equal opportunities and diversity, and, if possible, supporting evidence.

38. The personal data specified in the notification (complaint) shall be processed for the purpose of examining the notification in accordance with the requirements of the Republic of Lithuania Law on Equal Treatment, the Republic of Lithuania Law on Equal Opportunities for Women and Men, and other legal acts of the Republic of Lithuania (based on the established legal obligation). The notification (complaint) and other documents shall be stored in the module @DVS of the document management system of University for 1 (one) year (after the decision has been taken).

39. The notification/complaint shall be examined within 15 (fifteen) working days from the date of receipt of the information. In case of objective reasons, the time limit for the examination of the notification/complaint may be extended by a decision of the Commission.

40. The conclusions and recommendations of the Commission shall be submitted to the Rector of the University, who shall take a decision on further actions and/or measures. A member of the University community or other person who submitted the notification/complaint shall be informed of the decision taken no later than on the following working day from the date of the decision.

41. If the notification/complaint is found to be well-founded, the Rector of the University, taking into account the seriousness of the breach, shall have the right to impose the following measures for the breach of the student's work duties/obligations the provided for in the Labour Code of the Republic of Lithuania/the Study Regulation of the University. In the event of indications or evidence that an administrative offence or crime may have been committed, the notification/complaint shall be immediately referred to the competent authority.

42. Members of the University community who are confronted with harassment, sexual harassment, psychological violence or other types of violence shall submit their reports (complaints) in accordance with the procedure set out in the Rules for the Prevention of Harassment, Sexual Harassment, Stalking and Violence at the Lithuanian University of Health Sciences.

43. Members of the University community and others may request the Rector of the University, the Vice-Rector for Studies, immediate supervisors or the Equal Opportunities Coordinator to get involved and resolve the situation informally, for example, by talking to the member of the University community who has been accused of inappropriate behaviour. Such informal resolution of the situation would constitute good practice, especially if the information necessary to make the decision is available. However, if the versions of the parties are different, a formal notification/complaint investigation procedure may be initiated.

44. The University shall ensure that a member of the University community shall be protected from hostile treatment or adverse consequences if he makes a report of a breach of equal opportunities and diversity, or is involved in a case of a breach of equality of opportunity and diversity, against the University, its employee, or any other person in any way associated with the University. Any harassment or hostile behaviour against a member of the University community or any other person who has made a notification/complaint concerning a breach of equal opportunities and diversity, who attends a meeting where a breach of equal opportunities and diversity is being investigated, or against their representatives or against persons testifying and providing explanations regarding breaches of equal opportunities and diversity, is prohibited and shall be considered as a serious breach of employment duties/breach of students' duties, which may be subject to the liability provided for in the Labour Code of the Republic of Lithuania/the Regulation of Studies of the University.

45. A notification of a breach of equal opportunities and diversity with the intent to cause harm to another member of the University community shall be considered as gross misconduct in employment/student misconduct.

46. Members of the University community or other persons who believe that a violation of equal opportunities and diversity has occurred have the right to apply to the Equal Opportunities Ombudsman in accordance with the procedure established by the Republic of Lithuania Law on Equal Treatment, irrespective of whether a complaint has been made in accordance with the procedure set out in paragraph 35 of this Policy. Referral to the Equal Opportunities Ombudsperson shall not limit the possibility of asserting one's rights in court in accordance with the procedure laid down by law.

CHAPTER X FINAL PROVISIONS

47. The Equal Opportunities Coordinator shall be responsible for ensuring that the principles of equal opportunities and diversity set out in the Policy are complied with and the measures are implemented.

48. The Policy shall be approved by an order of the Rector, following an information and consultation procedure with the Labour Council and the trade unions performing the functions of the Labour Council.

49. The review and updating of the Policy shall be initiated and coordinated by the Equal Opportunities Coordinator. The Policy shall be reviewed/updated as required at least once per calendar year.

50. The Policy shall be implemented through an Equality Plan, which shall include specific annual objectives and targets, which shall be monitored and evaluated on a regular basis. The Equality Plan shall be approved by a separate order of the Rector of the University.

51. The Equal Opportunities Coordinator shall submit a report on the implementation of this Policy and the Equality Plan at the University to the Rector of the University by the end of each calendar year and present it to the Rector's Office.

52. All members of the University community have the right to comment and provide feedback on the Policy, the prevention of equal opportunities and diversity at the University, their effectiveness and to make suggestions for changes or additions to the documents, measures. Suggestions should be made in person or anonymously to the Equal Opportunities Coordinator.

53. All personal data relating to members of the University community or other persons shall be confidential and shall be used only insofar as is necessary for the responsible persons to perform their functions and protect the rights and legitimate interests of the members of the University community or other persons. If a person has any questions concerning the processing of his personal data in the context of the implementation and enforcement of the Equal Opportunities Policy, he shall

have the right to contact the Data Protection Officer of the University by e-mail duomenu.sauga@ismu.lt.

54. The procedure for the exercise of the rights of data subjects set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) shall be regulated in the Rules for the Exercise of the Rights of Data Subjects in the Lithuanian University of Health Sciences approved by Order No 2021-V- 0195 of the Rector of the University of Lithuania of 12 April 2021 “On the Approval of the Rules for the Exercise of the Rights of Data Subjects at the Lithuanian University of Health Sciences”.

55. The Policy shall apply to the extent that it is not in conflict with the laws and/or other applicable regulatory legal acts of the Republic of Lithuania.

(Form of the notification of a breach of equal opportunities or diversity)

NOTIFICATION OF A BREACH

_____ 20 ____

Details of the person reporting the breach	
Name, surname	
Position (if a member of the University community)	
Telephone number or e-mail	
Information about the breach	
What breach you are reporting?	
Who committed the breach?	
Details of the person or persons who committed the breach	
Name, surname	
Position (if known)	
When was the breach committed and when did you become aware of it or notice it?	
Are there any other persons who were or could have been involved in the breach? If yes, please specify who they are (if known).	
Are there any other witnesses to the breach? If yes, please specify who they are (if known).	
What evidence could you provide to support the breach investigation? Please provide any attached written or other data on the breach.	
Have you already reported the breach to anyone? If you have reported it, who was notified and did you receive a response? If you have received a response, please state the substance of the response.	
Additional remarks, comments or other relevant information	

I certify that I am aware of the legal consequences of providing false information and that the information provided by me is correct.

Date	Signature
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