

EMPLOYEE VIOLENCE AND/OR HARASSMENT PREVENTION POLICY AND DESCRIPTION OF ITS IMPLEMENTATION PROCEDURE

CHAPTER I GENERAL PROVISIONS

1. The Employee Violence and/or Harassment Prevention Policy and Description of its Implementation Procedure (hereinafter – the Description) establishes the principles guiding the State Research Institute Center for Innovative Medicine (hereinafter – IMC) in ensuring employees' psychological safety, the principles of violence and harassment prevention at work, the measures for their implementation, the procedure for recording and examining incidents of violence and harassment at work, and the system of prevention and intervention measures for creating a safe working environment at IMC.

2. The Description has been prepared in accordance with the Labour Code of the Republic of Lithuania, the General Provisions on Occupational Risk Assessment approved by Order No. A1-457/V-961 of the Minister of Social Security and Labour and the Minister of Health of the Republic of Lithuania of 25 October 2012, the Methodological Guidelines for the Assessment of Psychosocial Occupational Risk Factors approved by Order No. V-699/A1-241 of the Minister of Health and the Minister of Social Security and Labour of the Republic of Lithuania of 24 August 2005, International Labour Organization Convention No. 190 "Concerning the Elimination of Violence and Harassment in the World of Work" and Recommendation No. 206 "Concerning the Elimination of Violence and Harassment in the World of Work".

3. The following concepts are used in the Description:

3.1. Violence – an act or omission by a person(s) causing intentional physical, psychological, sexual or economic harm to another person(s) related to work, as a result of which the employee suffers or may suffer non-pecuniary or pecuniary damage;

3.2. Violence prevention – planned preventive activities aimed at reducing the risk of physical and psychological violence;

3.3. Violence intervention – coordinated actions of employees aimed at stopping physical and psychological violence;

3.4. Harassment – undesirable conduct related to a person's sex, race, nationality, citizenship, language, origin, social status, beliefs, convictions or views, age, sexual orientation, disability, ethnicity or religion, the purpose or effect of which is to violate a person's dignity and to create an intimidating, hostile, degrading or offensive environment;

3.5. Sexual harassment – undesirable conduct of a sexual nature expressed verbally, in writing or physically towards a person, the purpose of which is to violate that person's dignity, in particular by creating an intimidating, hostile, degrading or offensive environment;

3.6. Psychosocial factor – a factor which, due to working conditions, work requirements, work organisation, the content of work, relationships among employees or between an employee and the employer, causes an employee psychological stress;

3.7. Psychological stress – an employee's reaction to unfavourable working conditions, work requirements, work organisation, the content of work, relationships among employees and/or relationships with the employer and/or third parties, i.e. psychosocial factors;

3.8. Psychosocial risk – the risk to employees' psychological and physical health and social well-being posed by psychosocial factors related to working relationships;

3.9. Victim – an employee who has suffered or may have suffered violence and/or harassment at work;

3.10. Report – oral or written provision of information about psychological violence or harassment at work;

3.11. Commission – a commission for the examination of cases of violence and/or harassment formed by order of the IMC Director, which examines a possible case of violence and/or harassment and provides its findings to the IMC Director.

4. Other concepts used in the Description are understood and interpreted as defined in the Labour Code of the Republic of Lithuania, the Law on Occupational Safety and Health of the Republic of Lithuania, and the Methodological Guidelines for the Assessment of Psychosocial Risk.

5. The Description applies to all IMC employees, irrespective of the position they hold or the type of their employment contract.

CHAPTER II

FORMS OF VIOLENCE AND/OR HARASSMENT AT WORK

6. Violence and/or harassment at work may manifest itself in the following forms:

6.1. direct or indirect threats or accusations aimed at causing emotional or physical distress or loss (e.g. threats to dismiss, worsen working conditions, alter work schedules, etc.);

6.2. devaluation of achievements (e.g. unfounded criticism of an employee for tasks performed, with the aim of humiliating, offending, etc.);

6.3. verbal or written humiliation (offensive jokes and taunts, persistent remarks, disrespectful language, gossip, defamation, etc.);

6.4. defamation (e.g. dissemination of information that does not correspond to the truth and may harm a person's honour or dignity);

6.5. ignoring (e.g. isolation, exclusion from the team and joint activities, non-disclosure of information, persistent disregard of an employee's requests and needs, negation, etc.);

6.6. manipulation (e.g. cases where inadequate workloads are set for an employee, manipulation through remuneration, unfeasible requirements are imposed, etc.);

6.7. wish to force resignation (e.g. conduct by an employee or group of employees where mockery of another person's personal and professional qualities, offensive jokes tolerated about the employee, or an unfriendly and unethical environment is created in which the employee feels insulted, humiliated, etc.);

6.8. outbursts (e.g. communication in a raised tone, uncontrolled emotions, etc.);

6.9. threats or other intimidating conduct aimed at restricting a person's freedom of decision;

6.10. unjustified worsening of working conditions compared to other persons;

6.11. unwanted physical contact (e.g. stroking, patting, touching, groping, attempts to kiss, kissing, etc.) or demands for such contact.

7. The list of forms of violence and/or harassment at work is not exhaustive. Violence and harassment may also manifest themselves in other ways which are not obvious but which create an unpleasant, intimidating, degrading or offensive environment.

CHAPTER III

PREVENTION OF VIOLENCE AND/OR HARASSMENT

8. IMC provides for and applies the following main preventive measures against violence and/or harassment at work:

8.1. improvement of the psychosocial environment:

8.1.1. employees must be clearly informed of what is expected of them at work – before starting work, an employee is familiarised with IMC's internal documents governing the employee's work, job functions are clearly defined in job descriptions, employees are trained to perform specific job functions, and the limits of each employee's responsibility are clear;

8.1.2. decisions related to work are based on the principles of fairness, conscientiousness, equal opportunities and respect for the individual; employees' workloads are organised so as not to breach the requirements of legal acts; work is distributed evenly, and sufficient time is allocated for the proper performance of assigned tasks, etc.;

8.2. improvement of the physical working environment – ensuring that workplaces are comfortable and safe, i.e. compliant with the legal requirements established for workplaces;

8.3. development of a culture of cooperation between employees and managers based on respect and openness, with no tolerance of any form of discriminatory conduct towards another person;

8.4. informing and training employees:

8.4.1. employees are informed (at meetings, gatherings, or through the means of the internal information system) about the psychological safety policy, seeking to promote positive behaviour rules and the measures being implemented;

8.4.2. training is organised for employees and managers to develop competences in recognising and eliminating violence and harassment, communication, teamwork, and fostering tolerance; surveys are conducted;

8.5. the situation is monitored on an ongoing basis, taking psychosocial risk factors into account, and the psychosocial risk assessment is renewed as needed and periodically;

8.6. assistance is provided to victims of violence and harassment;

8.7. impact measures (disciplinary liability) are applied, taking into account the severity of the violation committed, its duration, the form and type of fault, and any prior violations, as well as other relevant circumstances.

9. The IMC management is responsible for organising and implementing measures for the prevention of violence and harassment.

CHAPTER IV

PROCEDURE FOR EXAMINING CASES OF VIOLENCE AND HARASSMENT AT WORK

10. IMC ensures that a Victim who has submitted a Report will be protected from hostile conduct or adverse consequences if he or she submits a Report regarding a possible case of physical or psychological violence and/or harassment.

11. An employee who has possibly experienced or witnessed a case of violence and/or harassment has the right to report it:

11.1. by e-mail to pranesk@imcentras.lt (the e-mail account is administered by the Chair of the Commission, who, upon receipt of a Report, promptly informs the IMC Director thereof);

11.2. by reporting it to his or her immediate supervisor, who promptly forwards the information to the IMC Director;

11.3. by reporting it directly to the IMC Director.

12. It is recommended that the Report indicate:

12.1. the date of the report;

12.2. the name, surname, e-mail address and telephone number of the person submitting the report;

12.3. if known, information about the person whose actions are being complained of (the alleged offender) – name, surname, position, and other known data (e-mail address, telephone number);

12.4. the situation, time (date) and circumstances of the incident;

12.5. possible witnesses (names, surnames and known contact details);

12.6. any other information available (video and/or audio recordings, photographs, e-mail correspondence or text messages, etc.);

12.7. a formulated request/claim.

13. Upon receipt of a Report, the IMC Director shall forward this information to the Commission.

14. Before commencing work on the Commission, a Commission member must sign a declaration of impartiality and confidentiality (Annex 1). Where reasonable doubts arise as to impartiality and independence, the Commission member must withdraw from examining the report and from the decision-making process.

15. Principles for the examination of a Report by the Commission:

15.1. Efficiency – the case is examined within the shortest possible time, but no later than within 2 working days;

15.2. Fairness of process – all persons involved in the case (the Victim, the person having committed or possibly having committed violence (harassment) against an employee, and any witness(es)) are given every opportunity to provide explanations;

15.3. Impartiality – the case is examined objectively, without any preconceived assessment of the circumstances;

15.4. Confidentiality – it is prohibited to disclose any information related to a case of violence and/or harassment at work to persons not involved in the investigation process.

16. Functions of the Commission:

16.1. to inform the relevant persons (the person who submitted the Report and the alleged offender, as well as other interested parties to the investigation) about the commencement of the

investigation and, if necessary, to request that they provide information and explanations related to the investigation. Explanations may be provided in writing or orally. Where an explanation is given orally, an audio recording is made and a detailed record is drawn up on its basis. A copy of the record is sent by e-mail or post to the person who provided the explanation for review. A person who is requested to provide explanations is informed that, should he or she fail to provide such explanations, this will be treated as a waiver of the right to be heard;

16.2. if necessary, to collect additional information relating to the report and to clarify further circumstances of the incident;

16.3. to examine the case of violence and/or harassment at work within the shortest possible time, but no later than within 2 working days. Where, for objective reasons (illness of the person who submitted the Report, of the possible offender, leave, etc.), the case cannot be examined within this period, the examination period may be extended, but only for as long as objectively necessary;

16.4. having examined the case of violence and/or harassment at work, to submit a written opinion to the IMC Director with proposals for further action and/or measures to be taken;

16.5. to inform the employee who submitted the Report of the decision taken.

17. The Commission has the right to:

17.1. propose to the IMC Director further action with respect to the victim and the person who behaved inappropriately and/or by whom the employee was subjected to violence and/or harassment;

17.2. recommend to the Director that the Report be dismissed as unfounded.

18. Examination of a Report is refused if:

18.1. an investigation cannot be initiated due to a lack of data, and the person who submitted the Report fails to provide or clarify it within the time limit requested by the Commission;

18.2. a repeated report has been submitted on the same matter that has already been examined by IMC, except in cases where new circumstances are indicated or new facts are presented.

CHAPTER V

FINAL PROVISIONS

19. The Description is adopted, and may be amended or declared invalid, by order of the IMC Director.

20. This Description is mandatory, and all IMC employees must be familiarised with it against signature.

21. All personal data relating to an employee are confidential and are used only to the extent necessary for responsible natural or legal persons to perform their assigned functions and to ensure the employee's rights and legitimate interests.

22. A case of violence and/or harassment at work is considered a serious breach of work duties. Liability for such breaches is applied as provided for in the legal acts of the Republic of Lithuania.
