

APPROVED
by Order No V-

of the Rector of Vilnius
University of Applied Sciences
of __ January 2022

Gender Equality Plan of Vilnius University of Applied Sciences

OBJECTIVE I. Gender balance in governance and decision-making.

| Seq. No. | Title of the measure | Procedures, dates | Resources | Responsible persons | Evaluation criteria | Notes |
|----------|---|---|-----------|---------------------|--|-------|
| 1. | Coordination of the implementation of gender equality at Vilnius University of Applied Sciences | Until 1 February 2022, assign the function of implementing the gender equality plan and issues to Deans of Faculties by order of the Rector | Human | Deans of faculties | Assignment of gender equality coordination functions to deans of faculties | |
| 2. | Achieving gender balance in decision-making structures - working groups, commissions, committees, administrative management | To discuss summary information on maintaining gender balance in the faculties and at the college. | Human | Deans of faculties | Presentation of annual information and its publication to Vilnius University of Applied Sciences community on the intranet | |

OBJECTIVE II. Gender equality in employment and career development

| Seq. No. | Title of the measure | Procedures, dates | Resources | Responsible persons | Evaluation criteria | Notes |
|----------|---|--|-----------|--|--|-------|
| 1. | Gender equality assessment of the documents and procedures of Vilnius University of Applied Sciences and its departments related to recruitment, remuneration, assignment and career development. | To conduct a gender audit of the documents and procedures of Vilnius University of Applied Sciences and its units related to recruitment, remuneration and assignment of staff by 1 June 2022. | Human | Human Resource Department, lawyer, auditor | Number of documents or procedures found to be contrary to gender equality principles | |

OBJECTIVE III. Work-life balance in the context of gender equality

| Seq. No. | Title of the measure | Procedures, dates | Resources | Responsible persons | Evaluation criteria | Notes |
|----------|--|---|-------------------|-----------------------------------|--|---|
| 1. | Developing opportunities to reconcile work and family responsibilities | 1.1 Ensure flexible working hours, coordinated study schedules and opportunities to work remotely for people (women and men) on parental leave. 1.2 By 1 April 2022, incorporate the development of opportunities for reconciling work and | Human, financial. | Human Resource Department, lawyer | 1. Registration of comments and complaints with the administration of Vilnius University of Applied Sciences, institutions representing employees, third parties. 2. Number of requests, number | Paternity leave for men, flexible working hours, extra time for single parents. |

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| | | family responsibilities into the College's Rules of Procedure | | | of discounts granted. 3. Submission of the annual report and its dissemination to Vilnius University of Applied Sciences community | |
| 2. | Developing information on combining studies and family responsibilities for students with young children (women and men). | By 1 May 2022, prepare an information sheet for students going on long-term leave on continuation of studies, postponement of payments, access to Vilnius University of Applied Sciences services (e-mail, library, etc.) and return to studies. | Human | Study Service | 1. Developing and publicising an information sheet for students. 2. Report from the Study Department | |

OBJECTIVE IV. Integrating gender equality into research and training content

| Seq. No. | Title of the measure | Procedures, dates | Resources | Responsible persons | Evaluation criteria | Notes |
|----------|--|---|-----------|---|--|-------|
| 1. | Encouraging Vilnius University of Applied Sciences community to conduct research and | Conduct annual research on gender equality. | Human | Research Department, Deans of Faculties | 1. Number of studies carried out, publications produced. | |

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| | produce publications on gender equality issues. | | | | 2. Number of researchers | |
| 2. | Gender mainstreaming in the content of study programmes (content of study subjects, themes of final theses, etc.) | By 1 May 2022, revise the regulations of the committees of the fields of study with a view to integrating gender equality themes into the content of study programmes. | Human | Study Department, Deans of Faculties | 1. Number of study subjects in study programmes that include a gender perspective 2. Number of final theses with a gender perspective 3. Number of student presentations on gender equality | To be included in final thesis topics. Student research (Student presentations at conferences) |
| 3. | Organisation of gender equality training for Vilnius University of Applied Sciences community | At least once per academic year. | Human and financial resources | Competence Development Coordinator, Deans of Faculties | Number of trainings | Competence development, external training |

OBJECTIVE V. Monitoring the implementation of gender equality

| Seq. No. | Title of the measure | Procedures, dates | Resources | Responsible persons | Evaluation criteria | Notes |
|----------|---|---|-----------|---|---|-------|
| 1. | Gender equality monitoring, surveys of the academic community (faculty, staff and students) | Monitoring gender equality in the areas of personnel, studies, communication, organisational management and salaries. | Human | Human Resource Department, Deans of Faculties | Presentation of the annual report and its publicity to the Vilnius University of Applied Sciences community | |

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| | | By 1 June 2022, to conduct a survey of teaching staff, employees and students at Vilnius University of Applied Sciences on the status of gender equality in the organisation. | | | | |
| 2. | Collection, synthesis and presentation of legal information on gender equality and its implementation to the community of Vilnius University of Applied Sciences | Organise a lecture or provide summarized information by 31 December each year. | Human | Deans of Faculties, lawyer, auditor | Presentation of the annual report and its publicity to Vilnius University of Applied Sciences community | Monitoring and publicising the dynamics of the legislative framework (legal documents) |
| 3. | Establishing a clear and effective complaints system for gender equality violations | Set up an email address, hang an anonymous mailbox, set up a procedure for receiving letters | Human, material. | Central administration of Vilnius University of Applied Sciences | Number of complaints lodged and investigated | |
| 4. | Establishment of a commission to analyse complaints of gender equality violations | Supplement the Code of Academic Ethics by defining the concept of gender equality and establishing a procedure for dealing with complaints about gender equality | Human | Ethics Committee (Academic Ethics and Ethics) | Ratio of complaints or allegations made to confirmed cases. | Psychological violence (mobbing). harassment, discrimination, bullying, mockery |

