



## **THE PROCEDURE FOR THE IMPLEMENTATION OF THE PRINCIPLES OF IMPLEMENTATION AND SUPERVISION OF THE PERFORMANCE OF EQUAL OPPORTUNITIES POLICY OF THE PRIVATE LIMITED LIABILITY COMPANY “RŪTA”**

### **I. GENERAL**

1.1. The procedure for the implementation of the principles of implementation and supervision of the equal opportunities policy of UAB “Rūta” (hereinafter - the Procedure) regulates the equal opportunities and non-discrimination policy of the company's employees and the conditions for the implementation thereof at work.

1.2. The purpose of this Procedure is to ensure that all employees have equal opportunities in employment, regardless of gender, race, nationality, language, origin, social status, age, sexual orientation, disability, ethnicity, membership in a political party or association, religion, beliefs or views except in the case of persons working in religious communities, associations or centres on grounds of religion or beliefs, if the requirement for the employee to profess a religion or belief according to the ethos of the religious community, association or centre is ordinary, lawful and justified by the intention to have a child (children), circumstances unrelated to the subject matter of the employee or other grounds established by law.

1.3. Terms and Definitions:

1.3.1. *Discrimination* – direct and indirect discrimination, harassment, instructions to discriminate on grounds of sex, racial or ethnic origin, nationality, language, origin, social status, religion or belief, age, sexual orientation, disability, ethnic origin, religion or any other grounds provided by law.

1.3.2. *Direct discrimination* – treatment of a person who is treated less favourably on grounds of sex, racial or ethnic origin, nationality, citizenship, language, descent, social status, religion or belief, age, sexual orientation, disability, ethnicity, religion or any other ground of law than in similar circumstances, the conditions are applied, have been or would be applied to another person.

1.3.3. *Indirect discrimination* means an act or omission, a rule of law or a criterion for assessment, a manifestly neutral condition or practice which is formally identical but the implementation or application of which gives rise or is likely to give rise to an actual restriction on the exercise of rights or the granting of privileges, preferences or advantages on the grounds of sex, race, nationality, citizenship, language, origin, social status, religion, belief or opinion, age, sexual orientation, disability, ethnicity, religion or on other grounds provided for by law, unless the act or omission is justified by a legitimate aim, rule or practice, and this is achieved through appropriate and necessary means.

1.3.4. *Equal opportunities* - implementation of human rights enshrined in international documents regulating human and citizens' rights and the laws of the Republic of Lithuania regardless of sex, race, nationality, citizenship, language, origin, social status, religion, belief or opinion, age, sexual orientation, disability, ethnicity, religion or other grounds established by law.

1.3.5. *Harassment* means unwanted conduct aimed at insulting a person or insulting the dignity of a person and pursuing to create or creating an intimidating, hostile, degrading or offensive environment



based on sex, race, nationality, citizenship, language, origin, social status, religion, belief, age, sexual orientation, disability, ethnicity, religion or on other grounds provided by law.

1.3.6. *Social status* - education, qualification or training acquired by a natural person and studies in research and study institutions, possessions, income, need for state support established by legal acts and / or other factors related to the person's financial (economic) situation.

1.3.7. *An instruction to discriminate* - an instruction to discriminate against a person on the grounds of sex, race, nationality, citizenship, language, origin, social status, religion, belief or opinion, age, sexual orientation, disability, ethnicity, religion or other grounds established by law shall also be deemed to be discrimination.

1.4. All employees must adhere to this policy to ensure equal opportunities and avoid discrimination. Employees must not discriminate, harass, bully or intimidate other employees on the basis of their gender, race, nationality, language, origin, social status, religion, belief, belief, age, sexual orientation, disability, ethnicity, religion or other grounds established by law, and they must not persecute or take other measures against such employees, who make unfounded suspicions.

1.5. By organising its activities, the company creates an environment in which the individual differences of all its employees and their contribution are recognized and valued. Every worker has the right to work in an environment that respects the dignity of every person.

## **II. MEASURES TO IMPLEMENT EQUAL OPPORTUNITIES AND NON-DISCRIMINATION POLICIES**

2.1. The employer must implement the principles of gender equality and non-discrimination on other grounds. This means that any direct or indirect discrimination between the employer and the employee, harassment, sexual harassment, instruction to discriminate on grounds of sex, race, nationality, language, origin, social status, age, sexual orientation, disability, ethnicity, membership of a political party or association, religion, beliefs or opinion, except in the case of persons working in religious communities, associations or centres on grounds of religion or beliefs, if the requirement to the employee for a professed religion, or beliefs, depending on the ethos of the religious community, association or centre, is ordinary, lawful and justified on the basis of the intention to have a child (children), due to circumstances unrelated to the business characteristics of the employees or on other grounds established by law are prohibited.

2.2. In implementing the principles of gender equality and non-discrimination on the grounds of sex, the employer shall, regardless of sex, race, nationality, language, origin, social status, age, sexual orientation, disability, ethnicity, religion, beliefs or opinion, except in respect of a person's religion, belief or beliefs working in religious communities, associations or centres, if the requirement for the employee to profess a religion, belief or belief according to the ethos of the religious community, association or centre is ordinary, lawful and justified, the intention to have a child (children) or other grounds provided by law, be obliged to:

2.2.1. Apply the same selection criteria and conditions to all candidates when recruiting, regardless of the position they are applying for;

2.2.2. To create equal working conditions, opportunities to improve qualifications, pursue professional development, retrain, gain practical work experience, as well as provide equal benefits;

2.2.3. To use the same job evaluation criteria and the same dismissal criteria;

2.2.4. To pay equal pay for equal work of equal value;



2.2.5. Take measures to prevent the employee from being harassed or sexually harassed in the workplace and that no instructions are given to discriminate, and that the employee is not persecuted and that he / she is protected from hostile behaviour or adverse consequences if he / she complains of discrimination or is involved in a discrimination case;

2.2.6. Take appropriate measures to enable persons with disabilities to gain access to employment, work, careers or training, including appropriate accommodation, provided that such measures do not impose a disproportionate burden on the employer.

2.3. During the period of employment of the temporary work user, the temporary work user must ensure that the temporary worker is subject to the same provisions in force at the workplace as are applicable to the temporary worker's user's workers with regard to laws, collective agreements and other employment law provisions concerning:

2.3.1. Protection of pregnant workers and workers who have recently given birth, are breastfeeding, are workers with a child under the age of three and are under the age of 18;

2.3.2. Prohibition of discrimination on grounds of sex, sexual orientation, race, nationality, language, origin, citizenship and social status, religion, marital status, intention to have a child (children), beliefs or opinions, membership of political parties or associations, age;

2.3.3. Maximum hours of work and hours of rest, overtime, night breaks, holidays and public holidays.

2.4. The temporary employment business must ensure that the temporary staff member's remuneration for the work is not less than that which would be paid to him/her, if the user of the temporary work would have employed the temporary worker at the same place of employment, except in the case of temporary workers with a contract of indefinite duration receiving remuneration from the temporary employment business between postings and the amount of such remuneration between postings shall be the same as during postings. The temporary work user shall be liable in subsidiary for the payment of the temporary staff's remuneration to the temporary staff in the same way as if the temporary staff had been employed by the temporary staff user at the same place of employment.

2.5. Temporary staff shall have access to the temporary work user's facilities for work and leisure and to the satisfaction of their interests (rest rooms, canteen) under the same conditions as the staff of the temporary work user, unless the application of different conditions is justified on objective grounds.

2.6. The employer must create a working environment in which the employee or a group of employees is not subjected to hostile, unethical, degrading, aggressive, offensive actions, which encroach on the honour and dignity of an individual worker or a group of workers, the physical or psychological integrity of the person, or which intimidate, degrade or force a worker or a group of workers into an unarmed and powerless situation.

2.7. The employer shall take all necessary measures to ensure the prevention of psychological violence at work and to provide assistance to persons who have experienced psychological violence at work.

2.8. In cases of gender equality and non-discrimination on other grounds relating to the employment relationship, the burden of proving that there has been no discrimination is on the employer, where the employee has given evidence to suggest that the employee has been discriminated against.

2.9. The employer, as a user of temporary work, shall co-operate with the temporary employment enterprise in the examination of non-discrimination cases related to the employment relationship of temporary workers.

2.10. If an employee feels discriminated against, he or she may contact the line manager or human resources manager in writing, place an anonymous message in the message and complaint box next to the Company's dining room, or email to [personalas@ruta.lt](mailto:personalas@ruta.lt).

In such a case, the employee has the right to file a complaint, request, notification (hereinafter referred to as the Report) regarding any direct or indirect discrimination, harassment, sexual harassment, instruction to discriminate on the basis of sex, race, nationality, language, origin, social status, age, sexual



orientation, disability, ethnicity, membership of a political party or association, religion, belief, belief or opinion, on the basis of the intention to have a child (children), due to circumstances unrelated to the business characteristics of the employee, and to receive a reasoned reply no later than within 20 working days from the date of submission of such Report.

2.11. If the Report specified in Paragraph 2.10 of this Procedure is received, a permanent commission formed by the employer's manager, which includes the employer's representative, the employees' representative and the works council's representative, shall submit a reasoned opinion to the employer's manager within a maximum of 15 working days stating whether the Report is justified, as well as proposing specific sanctions against the infringer (if the Report is justified) and other measures that may prevent the recurrence of such infringements in the future. Based on the conclusion of the commission, a reasoned response shall be prepared for the reporting person.

2.12. During the examination of the report, the commission specified in Paragraph 2.11 of the present Procedure shall ensure that:

2.12.1. the accused person would be presumed innocent until a decision was made that he had in fact committed the offense;

2.12.2. the investigation is carried out quickly, in the shortest possible time;

2.12.3. the employee who submitted the Report would be given every opportunity to provide explanations, a version of the assessment and interpretation of his or her actions;

2.12.4. the discretion of the investigation is maintained and confidentiality is respected;

2.12.5. the investigation would be conducted objectively, without prior assessments, opinions, views.

2.13. The employer shall take measures to ensure that an employee who has lodged a complaint of discrimination or is involved in a discrimination case, his or her representative or a person who testifies and explains discrimination is not prosecuted and is protected from hostile behaviour or adverse consequences.

### **III. WHAT IS NOT CONSIDERED DISCRIMINATION**

3.1. The following shall not be considered as discrimination:

3.1.1. Special protection for women during pregnancy and childbirth and breastfeeding;

3.1.2. Military service obligation applicable for men only;

3.1.3. Different ages for women and men;

3.1.4. Occupational safety requirements applicable to women aimed at maintaining their health, taking into account their physiological characteristics;

3.1.5. Certain work that can only be done by a person of a specific gender;

3.1.6. Special temporary measures provided for by law to accelerate the realization of de facto equality between men and women, which must be withdrawn once equal rights and equal opportunities for men and women have been achieved;

3.1.7. Different procedures and conditions for the enforcement of certain penalties;

3.1.8. Statutory age restrictions;

3.1.9. Requirement to know the state language;

3.1.10. Prohibition of political participation;

3.1.11. Different rights applicable in relation to the citizenship;

3.1.12. Special measures in the fields of health, safety at work, employment, labour market to create and apply conditions and opportunities that guarantee and encourage the integration of the disabled into the working environment;



- 3.1.13. Special temporary measures to ensure equality and to prevent any violation of equal opportunities on grounds of age, sexual orientation, disability, racial or ethnic origin, religion or beliefs;
- 3.1.14. Where, because of the nature of the particular professional activities or the conditions under which they are pursued, a particular human characteristic is a normal and decisive professional requirement and that purpose is lawful and appropriate.

#### **IV. FINAL PROVISIONS**

- 4.1. The procedure for the implementation of the company's equal opportunities policy implementation and supervision principles is a document of a local nature, which is applicable and binding on the company's employees (including temporary employees), regardless of the time limits of their employment.
- 4.2. Employees shall be familiarised with this Procedure and its amendments/additions in accordance with the procedure established by the company.
- 4.3. The procedure for implementing the principles of implementation and supervision of the equal opportunities policy may be amended and/or supplemented when the requirements of legal acts change.
- 4.4. Violation of the present Procedure will be considered a violation of work duties. Employees will be subject to the liability provided for in the legal acts of the Republic of Lithuania for such violations.
- 4.5. Cases of discrimination detected in the company will be immediately referred to the Ombudsman of Equal Opportunities or another competent authority for investigation.

