

RIGA TECHNICAL UNIVERSITY (RTU)

DECISION OF THE COUNCIL

RTU Council meeting of June 27, 2023 (protocol No. 29)

On the approval of RTU's Personnel Policy

Taking into account point 2 of the first part of Article 14.2 of the University Law,
RTU Council decides:

1. Approve RTU's Personnel Policy (attachment).

Personnel policy of Riga Technical University

1. Guiding principle of personnel policy

The personnel policy defines a unified, modern and effective approach of Riga Technical University (RTU) and the organizations under its supervision or control to attract, develop and retain qualified, creative and motivated human resources, contributing to the achievement of RTU's strategic goals and building the image of a desirable employer.

RTU's staff and board form a united team with an understanding of RTU's mission, vision, goals and values.

2. Basic principles of personnel policy

- 2.1. RTU's personnel policy is applicable to all RTU's personnel and is especially focused on providing personnel training and creating a career path.
- 2.2. The personnel policy contributes to the achievement of RTU's common goals by promoting the realization of the individual goals of employees.
- 2.3. RTU's personnel policy is aimed at building international and diverse personnel. RTU creates an inclusive work environment and takes care of support and provision for personnel who have arrived from abroad.
- 2.4. RTU takes care of realizing the values defined in the RTU strategy, promoting a working environment and culture focused on cooperation and innovation.
- 2.5. RTU adheres to the principles of good governance – participation, responsibility, transparency, responsiveness, efficiency, effectiveness, equality, inclusiveness and legality – ensuring risk-based operations under personnel management.
- 2.6. RTU personnel management is based on a people-centered approach, ensuring stable labor legal relations.
- 2.7. Principles of RTU personnel policy implementation:
 - 2.7.1. transparency – clear staff growth and academic career framework,
 - 2.7.2. fairness, respectful treatment and ethics that promote fair treatment and diversity management,
 - 2.7.3. strategic management of RTU personnel, taking into account personnel policy guidelines in the budget planning process of RTU,
 - 2.7.4. reward and management, aligned with a remuneration, motivation and performance management approach that promotes the prestige of an academic career.

3. Employer image

- 3.1.RTU ensures compliance with regulatory enactments, equal treatment of all employees and equal remuneration for work of equal importance according to the employee's performance.
- 3.2.RTU takes care of employees' occupational safety and health, mental and physical well-being , financial and non-financial motivation programs, successful integration process of new employees and correct termination of labor relations.
- 3.3.RTU ensures in personnel management processes:
 - 3.3.1. an honest and inclusive approach to personnel planning, selection, evaluation and development,
 - 3.3.2. clear and equal criteria in the application of the remuneration and motivation system,
 - 3.3.3. creates a family-friendly working environment .
- 3.4.RTU supports and promotes the achievement of each individual's professional goals, promoting and developing the internationalization of academic staff and ensuring:
 - 3.4.1. academic achievement and work performance management system,
 - 3.4.2. the resources necessary to realize learning and development needs,
 - 3.4.3. development-oriented work environment culture.

4. Professional growth and development of staff

- 4.1.RTU's personnel policy is focused on the development of the competencies necessary for ensuring the daily core activities of employees. The main ones are:
 - 4.1.1. use of knowledge, skills and technologies – use of professional knowledge and technologies in one's field of activity, as well as supplementing knowledge and improving skills,
 - 4.1.2. setting goals and planning, determining the exact times and priorities for the execution of projects and long-term tasks,
 - 4.1.3. the ability to quickly perceive and learn information, promote a culture of learning, use feedback and respect authorship,
 - 4.1.4. action, initiative, taking responsibility and reasonable (reasonable) risk when making decisions,
 - 4.1.5. support and understanding, as well as tolerance, sensitivity and respect in cooperation with colleagues,
 - 4.1.6. leadership – defining clear tasks, ethical and open communication, providing advice and support, effective delegation of tasks, motivating employees and attracting talent to the team.
- 4.2.Career development at RTU is implemented by:
 - 4.2.1. announcing a vacancy,
 - 4.2.2. rotating or appointing existing employees
 - 4.2.3. creating a predictable career pattern or tenure system.
- 4.3.RTU supports and enables students and young professionals to build a career by providing a clear career development path.
- 4.4.RTU provides a personnel performance management process that promotes an effective work environment and the achievement of professional and academic goals.
- 4.5.RTU evaluates the fulfillment of the set goals, talent, professional abilities, skills and potential of each employee, providing opportunities to participate in studies, science, innovations and other areas of RTU's activities.

5. Regulation of personnel policy

5.1. In addition to the regulation of labor relations determined by national legislation, labor legal relations are regulated by RTU's internal regulatory enactments, which determine:

- 5.1.1. personnel planning, recruitment and selection,
- 5.1.2. personnel assessment, development and growth,
- 5.1.3. diversity and sustainability management,
- 5.1.4. ensuring wages, work quality and well-being ,
- 5.1.5. related to work organization, work environment, annual work performance evaluation, work ethics, culture, employer's image, internal communication, satisfaction with work and involvement, prevention of corruption risks, whistleblowing, etc. c. questions.

5.2. RTU's personnel policy is implemented jointly with other RTU's operating policies and internal regulatory acts, is available to employees and is regularly reviewed.