

RESOLUTION OF THE SENATE

RTU Senate meeting of 27 December 2021 (Minutes No. 658)

On Approval of RTU Diversity, Equality and Inclusion Policy

RTU Senate has resolved to approve RTU Diversity, Equality and Inclusion Policy.

RTU Diversity, Equality and Inclusion Policy

Research work, study processes, academic freedom, exchange of knowledge and international activities, as well as openness to new ideas at Riga Technical University (hereinafter in the text – RTU), create the environment where different people with different opinions and approaches meet. RTU advocates a dignified and equal treatment of people belonging to different social groups and the development of an inclusive culture at the university. RTU shall strengthen the existing efforts in an effective, coherent, sustainable and monitored system with impacts at all levels of operation.

RTU aims to ensure an equal, tolerant and inclusive studies, work and cooperation environment where everyone feels accepted and can fully pursue their professional, academic and social objectives. RTU values the talent, professional capacity, skills and potential of each individual, providing opportunities for displaying these in studies, science and other areas of the university activities.

In its decision-making processes and daily work, RTU shall prevent and oppose any form of discrimination by focusing on equal opportunities and encouraging different groups of society to take advantage of the opportunities offered by RTU.

Within the framework of the Diversity, Equality and Inclusion Policy (hereinafter in the text – the Policy), RTU shall encourage students, academic staff, employees and cooperation partners to be aware of and use the advantages and benefits of the inclusion of different groups of society and to oppose any form of discrimination.

1. Terms Used in the Policy

- 1.1. Diversity – accepting and promoting individual differences in the study and work environment and cooperation projects, including or involving people from different groups of society.
- 1.2. Social groups – groups of people distinguished by their family status, age or generation, gender, health status, including disability, language, ethnicity, skin colour, place of origin or nationality, sexual orientation, gender identity, neurodiversity, educational level, socio-economic status, duration of work experience or qualification, as well as religious and political persuasion.

- 1.3. Direct discrimination – limiting, denying and/or disparate, including less favourable, treatment in a comparable situation of the rights of a person or a particular social group in relation to the fact that the person or social group has any of the generally recognised features of the prohibition of discrimination, which characterise the respective group and which it cannot change.
- 1.4. Indirect discrimination – placing of a person or a particular social group in a particularly disadvantaged situation compared to another group in a supposedly neutral case (with a legitimate rule, criterion or practice). Situations where a person is not deprived of the right to exercise their rights directly because of their affiliation with a particular social group, but nevertheless the opportunities or benefits of the respective group are not equivalent.
- 1.5. Equality – ensuring equal opportunities, rights, access to resources and/or status.
- 1.6. Diversity management – a set of identified actions aimed at recognising, supporting and evaluating positively the differences between people or social groups, using them as development opportunities for the organisation.
- 1.7. Inclusion – a set of identified actions to promote diversity aimed at ensuring equal opportunities or access to resources for various social groups and/or, in particular, groups which need additional efforts and/or resources to make use of the opportunities offered, or groups exposed to higher risks of social exclusion and discrimination.
- 1.8. Organisational units – RTU faculties, Riga Business School, regional study and science centres and administration.

2. General Provisions

- 2.1. The Policy sets the basic principles, objectives of the university, measures and their benchmarking, as well as responsibilities, in the following areas:
 - 2.1.1. prevention of discrimination and handling of discrimination cases;
 - 2.1.2. ensuring equal opportunities;
 - 2.1.3. promoting diversity and inclusion.
- 2.2. RTU shall base its activities on the human rights norms prescribed by the [UN Universal Declaration of Human Rights](#) and [The Constitution of the Republic of Latvia](#), as well as provisions of the [RTU Constitution](#) and the [Strategy](#). The principles and measures included in the Policy have been developed and implemented by observing:
 - 2.2.1. provisions of the [Code of Ethics of RTU Students, Academic Staff and Employees](#);
 - 2.2.2. provisions of the [Latvian Diversity Charter](#);
 - 2.2.3. [Memorandum of Good Will of the “Diversity is Power” Movement](#);

- 2.2.4. [UN Sustainable Development Goals](#);
 - 2.2.5. principles of the [UN Global Compact](#);
 - 2.2.6. EC Horizon Europe requirements for gender equality;
 - 2.2.7. CESAER [Declaration on Equality, Diversity and Inclusion at Universities of Science and Technology](#).
- 2.3. This Policy shall apply to RTU students, academic staff, including guest professors and guest researchers, employees, including volunteers and contract staff, as well as the Members of RTU Council. Observation of the principles of prevention of discrimination and providing equal opportunities shall be ensured with regard to RTU entrants, designees, visitors, contractors, staff and customers of agencies, suppliers, cooperation partners, including consultants and advisors, and other persons associated with RTU functions or groups thereof.
- 2.4. RTU shall apply its resources and efforts in order to fully implement and put into practice the principles described in the Policy in the daily work of the university. This shall be ensured in three ways:
- 2.4.1. introduction, support and performance monitoring of the principles and relevant procedures in RTU activities and staff management processes, studies and research work;
 - 2.4.2. development of awareness, diversity literacy and the development of an inclusive culture through a variety of educational campaigns, trainings and activities for a more comprehensive introduction of the principles included in the Policy;
 - 2.4.3. setting specific objectives in all areas referred to in Article 2.1, determining the indicators to be achieved, measuring progress and introducing the necessary changes.
- 2.5. Once in three years, RTU administration shall draw up a report on the progress achieved at the university in the field of equality and diversity, highlighting what needs to be done in the next period in order to continue forming RTU as a university where everyone is welcome and can realise their potential.
- 2.6. Roles and responsibilities:
- 2.6.1. The Rector or a person delegated by the Rector shall be responsible for the Policy compliance with the requirements of external regulatory enactments, implementation and performance monitoring, as well as for determining annual diversity, equality and inclusion goals;
 - 2.6.2. The Personnel Department shall be responsible for the implementation and administration of the Policy, including planning and monitoring of the implementation of activities for achieving the annual diversity, equality and inclusion goals at RTU in general and at its organisational units, as well as summarising the results and data;

- 2.6.3. The Ethics Committee shall be responsible for handling reports and complaints, as well as ensuring procedures for submitting them. The Ethics Committee operates in conformity with the [Regulation on RTU Ethics Committee](#) ;
- 2.6.4. Students, academic staff and employees of RTU shall be responsible for respecting the principles enshrined in the Policy, as well as for reproaching and reporting cases of inappropriate behaviour which are in conflict with the principles enshrined in the Policy, as well as in cases of suspected inappropriate behaviour;
- 2.6.5. The heads of organisational units shall be responsible for the application of the Policy principles in daily work processes, fair consideration of internal complaints of the unit, prevention of inappropriate conduct, informing students and employees on the issues and rights addressed in the Policy.
- 2.7. The Policy may be reviewed following a reasoned proposal from any student or group of students, employee or academic staff representative or a group thereof to the Rector.
- 2.8. The Policy, as well as any internal set of laws, regulations and procedures relating thereto, shall be published on the RTU webpage.

3. Prevention of Discrimination and Handling of Discrimination Cases

- 3.1. Prevention of direct and indirect discrimination is an essential prerequisite for the implementation of the principles enshrined in the Policy and achievement of its objectives.
- 3.2. RTU strongly opposes discrimination, disparate treatment, exclusion of equal opportunities and/or any form of intolerance towards people or social groups, including beyond the university, in line with the discriminatory differences/characteristics identified in the Policy. For the purpose of the Policy, verbal and written humiliation or sexual harassment shall be also considered as disparate treatment and intolerance.
- 3.3. RTU shall create all possible conditions in which discrimination and disparate treatment are impossible and shall provide opportunities and platforms for reporting on such cases.
- 3.4. RTU shall ensure fairness in the handling of discrimination cases and shall provide psychological support to the individuals who have faced it beyond the university.
- 3.5. In the event of discrimination cases inside the university, RTU shall assess each situation in an objective and rapid manner and shall take the necessary action to prevent a recurrence of similar cases.
- 3.6. The goal of RTU is to create an inclusive environment where people who are studying, working and cooperating are able to recognise discrimination, prevent it and know how to act in the event of disparate treatment or infringement by using the university reporting platform, clear procedures and support.

- 3.7. In order to prevent a possibility of discrimination and disparate treatment, RTU shall take the following measures:
- 3.7.1. shall organise regular educational events, including campaigns, trainings, discussions, focus groups, etc., on recognition of discrimination and unintentional discrimination, action in such situations and on the right of each person not to be discriminated;
 - 3.7.2. shall include the issue of discrimination and disparate treatment and an overview of the rights of personnel in the training of new employees and the introductory training of students;
 - 3.7.3. shall define clear behavioural algorithms in situations for people who have faced discrimination or have witnessed it, or have suspicions of such a situation;
 - 3.7.4. shall maintain and regularly develop mechanisms for the elimination of discrimination and disparate treatment in RTU activities and personnel management processes, studies, research work and customer service, with a special focus on the processes of recruitment of employees and enrolment of students, promotion of employees, election of academic staff, evaluation of work performance and remuneration, and evaluation of student learning outcomes;
 - 3.7.5. shall involve students and employees in discussions on preventing discrimination and disparate treatment and ensuring activities, further improving related processes and procedures;
 - 3.7.6. shall create a culture of mentors, curators and confidants at the university who can provide emotional support to the individuals in situations of discrimination or harassment;
 - 3.7.7. shall provide psychological support to the individuals who have experienced discrimination and harassment or have witnessed it, as well as to encourage people to seek justice and assistance.
- 3.8. Anyone who has faced discrimination, disparate treatment, denial of equal opportunities or intolerance of any kind at RTU or has witnessed any of the aforementioned may submit a report or complaint in accordance with the internal regulations [“On the Procedure of Submitting and Handling of Proposals and Complaints from Employees of Riga Technical University”](#) to the Personnel Department, in consideration of the following:
- 3.8.1. reports and complaints may be anonymous;
 - 3.8.2. they may be submitted in electronic form in the RTU internal portal ORTUS, in the Employees section [“Proposals and Complaints”](#), as well as in writing;
 - 3.8.3. the Ethics Committee shall handle them in conformity with the [Regulation on RTU Ethics Committee](#). The purpose of the reporting and the report handling procedure is to promote rapid reaction in the event of such reports or complaints, as well as

improvement of different processes and the introduction of control mechanisms to prevent discrimination at RTU;

3.8.4. The Ethics Committee shall also examine the cases outlined in the media space, including where a report or complaint concerning discrimination or disparate treatment in a given situation has not been submitted to the Committee;

3.8.5. RTU invites to submit such reports in order to ensure fair treatment, strengthen and improve discrimination prevention measures at the university and create a fully inclusive environment where each individual is important.

3.9. To assess the efficiency of discrimination prevention measures, the following shall be measured regularly:

3.9.1. the number of submitted reports and complaints (on discrimination or disparate treatment), including outlined in the media space, the number of considered reports and complaints, the speed of handling them and solutions, including introduced improvements in RTU processes and procedures;

3.9.2. the number of persons involved in the educational events, the number of conducted events, results of surveys of employees and students on awareness of discrimination and exposure to discriminatory situations.

4. Ensuring Equal Opportunities

4.1. Ensuring equal opportunities is a way of avoiding disparate treatment and a prerequisite for implementing the principles of diversity.

4.2. RTU shall advocate and provide equal opportunities to take advantage of the opportunities offered by the university, by establishing professional competence, qualification and performance of a person as the sole evaluation criterion.

4.3. RTU shall demonstrate equal treatment, both by providing information on the opportunities offered by the university to study, work and cooperate, and by assessing compliance according to equal criteria based on performance, skills and knowledge.

4.4. RTU shall ensure:

4.4.1. equal rights and opportunities for personal and career development at the university for academic personnel and employees according to their academic and professional qualifications;

4.4.2. equal opportunities for each person to engage and contribute to the development of studies, research and other activities of the university with their work;

4.4.3. equal treatment of each designee and entrant of RTU, as well as equal opportunities for students to study;

- 4.4.4. fair assessment of student performance on the basis of clearly and openly defined learning outcomes and evaluation methods.
- 4.5. RTU aims to create a platform for promoting diversity through equal opportunities and fair treatment.
- 4.6. RTU shall ensure career opportunities and equal remuneration to women and men of all age and social groups, promoting gender equality and eliminating age discrimination.
- 4.7. To ensure equal opportunities and treatment, RTU shall take the following measures:
- 4.7.1. shall define, maintain and implement the principles of equal opportunities in the RTU staff policy, all personnel management and academic recruitment processes as specified below, but not limited to:
- public advertising of job opportunities and selection competitions;
 - establishing and applying clear selection competitions and election evaluation criteria;
 - application and control of the principles of a unified remuneration system;
 - ensuring accessibility of public information on studies, study programmes and other personal and professional growth activities;
 - identifying and applying uniform performance assessment criteria to similar position groups;
 - ensuring access to information on career opportunities;
 - ensuring equal access to RTU tangible and intangible benefits and reliefs;
- 4.7.2. shall determine, maintain and implement the principles of equal opportunities in student admissions, studies and student social processes at RTU, as specified below, but not limited to:
- identifying and applying uniform and clear evaluation criteria for student admission processes;
 - determining uniform and clear criteria for assessing the study work at the beginning of any process;
 - fair evaluation of a study work;
 - providing equal information and access to facilities and services for students, including scholarships, mobility and accommodation facilities for students;
 - ensuring equal access to student support processes and fair handling of complaints;
- 4.7.3. shall define, maintain and implement the principles of equal opportunities in other processes of RTU operation and customer service;
- 4.7.4. shall regularly assess equality indicators and their dynamics, including, but not limited to, the proportion of women and men at different positions and study levels, remuneration differences, set appropriate goals to be achieved and implement the necessary activities:

- maintain the Gender Equality Plan and implement its activities, including compliance with the EC Horizon Europe requirements on gender equality;
 - 4.7.5. shall organise regular discussions and work (focus) groups on ensuring equal opportunities and equal treatment at the university with a view to further improving processes and introducing innovation;
 - 4.7.6. shall ensure the availability of the environment and services to people with movement and other health disorders.
- 4.8. In order to assess the effectiveness of equal opportunities and treatment, the following shall be regularly measured:
- 4.8.1. the proportion of men and women and the age structure of groups of academic staff, employees and students at different levels and organisational units;
 - 4.8.2. the proportion of men and women who are employed at RTU full-time and part-time (on the merits) and who study at full-time and part-time study programmes;
 - 4.8.3. the proportion of men and women, who submit applications for studies at different study programmes and apply for work or academic positions at RTU, as well as among graduates in a respective year;
 - 4.8.4. the proportion of men and women among employees receiving promotion and academic staff at different levels of positions and organisational units;
 - 4.8.5. the remuneration differences between genders and different age groups;
 - 4.8.6. the number of necessary (previously identified) improvements introduced/implemented to ensure or implement equality principles.

5. Promoting Diversity and Inclusion

- 5.1. RTU is aware of the benefits of diversity and the positive impacts on the university work and study environment, as well as results and development. Students, employees and cooperation partners with different experiences, knowledge, approaches and vision can produce a high-value outcome and an opportunity to look at the issues that need to be addressed from another perspective. Reviewing of the study course curriculum and the inclusion of gender mainstreaming in the curriculum is needed.
- 5.2. The promotion of diversity at RTU is based on ensuring equal opportunities and inclusion of different social groups, as well as on the involvement and encouragement of the less-represented social groups, to join the RTU family.
- 5.3. RTU is aware that it is more difficult for representatives of certain social groups to enter the labour market or start/continue their studies and they are exposed to higher risks of

social exclusion. RTU, therefore, commits to devoting resources and efforts to find solutions for the inclusion of these groups and creating opportunities for them.

- 5.4. RTU encourages representatives of different social groups to take advantage of the opportunities provided by RTU in sectors or areas traditionally considered to be represented by certain groups. RTU chooses to break stereotypes and helps each to find opportunities for realising their talents.
- 5.5. The objective of RTU is to carry out targeted diversity management activities in order to build inclusive, encouraging and enriching internal culture and place for anyone who intends to take advantage of the opportunities provided by the university and contribute to its objectives, and to facilitate the joining of the less-represented social groups.
- 5.6. To promote diversity, inclusion and encouragement, RTU shall take the following measures:
 - 5.6.1. shall organise regular educational events, including campaigns, training, discussions, focus groups, etc. on diversity and inclusion issues, in order to raise awareness and promote benefits;
 - 5.6.2. shall include diversity and inclusion issues in the training of new employees and the introductory training of students, as well as shall popularise the principles included in the Policy and promote their implementation in daily activities and processes within the organisational units;
 - 5.6.3. shall provide opportunities and platforms for communication, networking and support within the university and the organisation of joint events between representatives of different social groups or persons with common interests;
 - 5.6.4. shall organise activities and events to get acquainted with traditions and differences of different social groups and other cultures and countries and to build awareness;
 - 5.6.5. shall involve representatives of different social groups and other students and employees in discussions and drawing up proposals to improve diversity management at the university;
 - 5.6.6. shall regularly measure the presence of different social groups in the RTU family, shall promote RTU as a place for study, research and work among different social groups, shall address, encourage and attract less-represented social groups by means of relevant campaigns, shall involve the existing representatives of particular social groups at RTU as messengers in the aforementioned campaigns;
 - 5.6.7. shall encourage women to choose STEM study programmes and academic careers in these areas;
 - 5.6.8. shall provide consultative, psychological and other support measures to encourage individuals for continuing their studies or accepting a career challenge at RTU;

- 5.6.9. shall provide a supportive work environment and conditions (e.g., flexible working hours), shall make improvements (e.g., accessibility), shall adjust the benefits package for balancing work and private life (e.g., extra holidays, additional allowances) to attract people representing a particular social group;
- 5.6.10. shall promote the inclusion of persons with disabilities and special needs in the RTU family, including persons with intellectual or mental disabilities, for example in subsidised workplaces, shall ensure physical accessibility or presence of a state-paid assistant;
- 5.6.11. organisational units shall set up goals within the framework of diversity management and shall ensure their fulfilment, including by implementing individual projects and measures.
- 5.7. In order to assess the effectiveness of diversity management measures, the following shall be regularly measured:
- 5.7.1. the number of employees and students involved in educational activities implemented, the number of measures implemented, the results of surveys of employees and students regarding awareness on diversity management, inclusion and the provision of equal opportunities;
- 5.7.2. the proportion of men and women and the age structure of academic staff, employees and students in different groups, levels and organisational units;
- 5.7.3. the presence and number of representatives of different social groups at RTU, as well as the results of their attraction;
- 5.7.4. the number of inclusive groups and activities of certain social groups at RTU;
- 5.7.5. the number and results of diversity-enhancing, inclusion and promotion projects, campaigns and activities carried out at the university in general and in its organisational units, the extent of the adaptation of the work environment;
- 5.7.6. the volume of the used benefits (number or volume in EUR) and the dynamics of their changes.

6. Final Provisions

The Policy shall take effect upon signature.

Chair of the Senate

E. Gaile-Sarkane

Drawn up by the Administrative Director