

APPROVED

by order of the Director of Klaipėdos valstybinė
kolegija / Higher Education Institution
No. V1-161, dated November 13, 2023

POLICY ON CREATING AN ANTI-CORRUPTION ENVIRONMENT AT KLAIPĖDOS VALSTYBINĖ KOLEGIJA/ HIGHER EDUCATION INSTITUTION

SECTION I GENERAL PROVISION

1. The Policy on Creating an Anti-Corruption Environment at Klaipėdos valstybinė kolegija / Higher Education Institution (hereinafter referred to as the “KVK/HEI”) (hereinafter referred to as the “Policy”) establishes the KVK/HEI principles and obligations regarding corruption prevention, as well as the measures to be implemented for corruption prevention, the coordination and control of the implementation of corruption prevention measures, and the responsible persons.

2. The objective of this policy is to ensure that the activities and conduct of the KVK/HEI comply with legal requirements and adhere to the principles of reliability, integrity, transparency, and ethics.

3. The provisions of the Policy must be followed by every employee of the KVK/HEI and every member of the KVK/HEI governing bodies (the KVK/HEI Council and the Academic Council) (hereinafter referred to as “employees”). All relationships between representatives of the public and private sectors are also based on the provisions set out in the Policy.

4. This policy has been developed in accordance with the Law on the Prevention of Corruption of the Republic of Lithuania (hereinafter referred to as the “LPC”), the Law on the Coordination of Public and Private Interests of the Republic of Lithuania (hereinafter referred to as the LCPI), the KVK/HEI procedural descriptions, and taking into account the Guide on the Creation and Implementation of an Anti-Corruption Environment in the Public Sector prepared by the Special Investigation Service of the Republic of Lithuania.

5. Key terms:

5.1. **Close relatives** – the employee’s spouse, life partner, or partner in a registered civil partnership (hereinafter referred to as “partner”), as well as their parents (adoptive parents) and the employee’s parents (adoptive parents), children (adopted children), brothers (stepbrothers), sisters (stepsisters), grandparents, grandchildren, and their spouses, cohabitants, or partners

5.2. **Gift** – any transfer made without compensation, i.e., without expecting to receive any benefit, compensation, or rights, obligations, or privileges in return, the transfer of property or items, the provision of discounts or services (e.g., transportation, accommodation, meals, training, and other services), the receipt of benefits, and so on.

5.3. **Conflict of interest** – a situation in which an employee of the KVK/HEI, in the course of performing their duties or carrying out assignments, is required to make a decision or participate in making a decision, or to carry out an assignment, that is related to their private interests.

5.4. **Corruption** - the abuse of power for personal gain or for the benefit of another person in the public or private sector.

5.5. **Corruption Prevention** – systematic activities aimed at increasing the resilience of public and private sector entities to corruption, which include the identification, assessment, elimination, and/or reduction of corruption risk factors through the development and implementation of a system of measures to create a corruption-resistant environment.

5.6. **Corruption risk** – the possibility that corruption may occur within the scope of activities of a public or private sector entity.

5.7. **Corruption risk management** – an integral part of a public sector entity’s internal control system, encompassing the identification and assessment of corruption risk factors, the

selection and implementation of measures to mitigate corruption risks, and the evaluation of the results achieved.

5.8. **Corruption risk factors** – causes, conditions, events, and circumstances that may give rise to corruption risks.

5.9. **Corruption risk assessment** – the identification of events (risk factors) that could have a negative impact, evaluated based on their likelihood and severity.

5.10. **Nepotism and cronyism** – the practice of favouring and promoting one's family members, relatives, and other close associates (including life partners and partners), as well as friends and buddies, by using one's current position, reputation, and power.

5.11. **Bribery** – any offer, promise, or agreement by a person, either directly or through an intermediary, to provide an unlawful or unjustified benefit (whether tangible or intangible, having or lacking economic value on the market) to an employee or a third party, or the actual provision of such a benefit.

5.12. **Abuse of authority** – the exercise or failure to exercise the rights, duties, and powers granted by the KVK/HEI internal regulations and/or other internal documents in a manner contrary to the KVK/HEI interests, in violation of the objectives set for a specific position, as well as the exceeding of granted powers.

5.13. **Impact** – the result of an action. A single action may be associated with several impacts, and whether these are viewed as positive or negative depends on the established objectives.

5.14. **Conflict of interest** – a personal financial or non-financial interest of a KVK/HEI employee or their close associates that could influence the decisions made by the employee.

6. The terms used in this policy are to be understood as defined in the legal acts and documents, as well as in the Code of Administrative Offenses of the Republic of Lithuania, the Criminal Code of the Republic of Lithuania, and the Risk Management Process Description.

SECTION II

PRINCIPLES OF CORRUPTION RESISTANCE

7. In creating an environment that is resistant to corruption, the KVK/HEI is guided by the following principles:

7.1. **Legality** – measures to create an environment resistant to corruption are implemented in accordance with the Constitution of the Republic of Lithuania, laws, and other legal acts, and ensure the protection of the fundamental rights and freedoms of the individual as defined in the Constitution of the Republic of Lithuania;

7.2. **Leadership of senior management** – KVK/HEI senior management sets a good example through its conduct, acts exclusively in the KVK/HEI best interests, and ensures that activities within their areas of responsibility are carried out in accordance with the provisions of the Policy.

7.3. **Employee engagement** – employees are informed about the anti-corruption measures being implemented, familiarized with the laws and regulations governing anti-corruption activities, encouraged to act transparently and honestly, and encouraged to report violations of this Policy;

7.4. **Universality** – all employees of the KVK/HEI are responsible for preventing corruption;

7.5. **Coordination** – the effectiveness of measures to create a corruption-resistant environment is ensured by coordinating the actions of all entities involved in corruption prevention, exchanging information, and providing mutual assistance;

7.6. **Continuity** – the effectiveness of measures to create an anti-corruption environment is ensured by continuously monitoring and reviewing the results of their implementation and by making recommendations on how to improve their effectiveness;

7.7. **Proportionate anti-corruption measures** – only those anti-corruption measures that are necessary to create a corruption-resistant environment are applied, with a view to minimizing the administrative burden;

7.8. **Transparency** – anti-corruption activities must be public and understandable, and open to the public;

7.9. Avoiding Nepotism and Cronyism – KVK/HEI does not tolerate situations in which close relatives hold positions that are interrelated through a direct reporting relationship or through decisions affecting one another's work (duties) (horizontal reporting relationship).

7.10. Activities related to the protection of individual rights – activities aimed at preventing corruption are carried out by ensuring the certainty and stability of legal regulations, protecting the rights and legitimate interests of individuals, and complying with the requirements for the legal protection of personal data.

SECTION III

PERSONS RESPONSIBLE FOR CORRUPTION PREVENTION AND THEIR FUNCTIONS

8. The Director ensures that the KVK/HEI implements appropriate, effective, and innovative anti-corruption measures that mitigate corruption risks arising during a specific period and help manage them.

9. Persons involved in corruption prevention activities:

9.1. A person appointed by order of the KVK/HEI Director is responsible for creating an environment resistant to corruption at the KVK/HEI.

9.2. By order of the KVK/HEI Director, staff members have been designated to be responsible for implementing specific measures aimed at creating or improving an anti-corruption environment.

9.3. Working groups or committees established at the KVK/HEI on a permanent and/or temporary basis, which the Director of the KVK/HEI has tasked with performing functions related to the creation of an anti-corruption environment.

9.4. The duties of the persons responsible for corruption prevention are established by order of the Director of the KVK/HEI.

SECTION IV

CORRUPTION PREVENTION MEASURES

10. At the KVK/HEI, corruption risks are managed in accordance with the requirements set forth in the KVK/HEI Risk Management Process Description. The following anti-corruption measures are implemented to manage corruption risks:

10.1. These guidelines establish the fundamental standards for transparent conduct and anti-corruption practices among employees, aimed at ensuring integrity, accountability, and zero tolerance for corruption; they also describe examples of potential corruption-related risks and the actions employees should take when encountering them. Employee duties and responsibilities are also governed by the KVK/HEI Rules of Procedure and the Code of Academic Ethics, which regulates the principles and standards of ethical conduct for members of the KVK/HEI community.

10.2. Systematic training of employees on relevant topics related to corruption prevention is ensured.

10.3. Ensuring the disclosure of public and private interests and the management of conflicts of interest.

10.4. The level of corruption resistance is determined in accordance with the law. When determining the level of corruption resistance, an assessment is made of the extent and nature of the measures implemented to create a corruption-resistant environment, as well as the quality and practical applicability of these measures and the results achieved through their implementation.

10.5. Regulations governing the conduct of KVK/HEI employees regarding the giving and receiving of gifts, the use of entertainment funds, the acceptability of gifts, and prohibited gifts, as well as the principles governing the use of entertainment funds.

10.6. Background checks are conducted on individuals seeking to hold office—the Special Investigation Service is contacted in accordance with the procedure established by the Law on the Prevention of Corruption of the Republic of Lithuania.

10.7. The KVK/HEI website provides a way to anonymously report corruption-related violations using the methods and contact information listed there.

10.8. Cases under investigation that may involve fraud, corruption, or other criminal offenses.

10.9. Developing action plans for corruption prevention measures, and coordinating and monitoring their implementation (the plan is prepared upon the decision of the KVK/HEI Director);

10.10. An assessment of the effectiveness of corruption risk management is conducted, which is planned and carried out in accordance with the Law on Corruption Prevention and the provisions of implementing legislation, as well as the requirements of the KVK/HEI Quality Management System processes: Management of Internal Audits of the Quality Management System, Nonconformity Management, and Evaluation and Improvement of the Quality Management System's Effectiveness.

10.11. KVK/HEI may establish additional anti-corruption measures, as well as mechanisms and procedures for their compliance, implementation, supervision, and control.

SECTION V FINAL PROVISIONS

11. A violation of these policy provisions may be considered a serious breach of employment duties and may result in liability under the laws of the Republic of Lithuania.

12. The anti-corruption policy is approved by the Director of the KVK/HEI.

13. The policy review is initiated by the person responsible for creating an anti-corruption environment at the KVK/HEI and is updated as needed.

14. New and current KVK/HEI employees are familiarised on the Policy.

15. This policy applies to the extent that it does not conflict with the laws of the Republic of Lithuania and/or other applicable legal acts.
