

CONTEMPORARY ART CENTRE (CAC)

CAC DEPARTMENT – SAPIEHA PALACE

ANTI-DISCRIMINATION AND HARASSMENT PREVENTION POLICY

Approved by

Director of the Contemporary Art Centre

Order No. ____, Date: ____ 2026

Vilnius, 2026

1. Purpose and Scope

The purpose of this Policy is to ensure a safe, respectful and inclusive working and creative environment at the Contemporary Art Centre (CAC) and its department Sapieha Palace, where discrimination, harassment, sexual harassment, bullying or any other inappropriate behaviour is not tolerated.

This Policy applies to all employees, managers, interns and volunteers, as well as freelance curators, artists, educators, partners, service providers, and participants in projects, residencies, exhibitions and public events.

2. Legal Framework

This Policy is based on:

- Labour Code of the Republic of Lithuania;
- Law on Equal Opportunities;
- Law on Equal Opportunities for Women and Men;
- Recommendations of the Office of the Equal Opportunities Ombudsperson;
- European Union principles of equality and non-discrimination.

3. Definitions

Discrimination – direct or indirect less favourable treatment based on gender, age, disability, nationality, citizenship, language, origin, social status, religion, beliefs, sexual orientation, gender identity or other personal characteristics.

Harassment – unwanted conduct that aims at or results in creating an intimidating, hostile, degrading or offensive environment.

Sexual harassment – any unwanted verbal, non-verbal or physical conduct of a sexual nature.

Psychological harassment (mobbing) – repeated hostile behaviour, humiliation, intimidation, isolation or other actions that violate a person’s dignity or create a hostile environment.

4. Principles

- Zero tolerance for discrimination and harassment
- Confidentiality
- Impartiality and objectivity
- Protection against retaliation

– Prompt and proportionate response

5. Employer Responsibilities

CAC ensures a safe and respectful working environment, informs staff about this Policy, organises preventive training and ensures proper handling of complaints.

The administration (staff member responsible for HR/personnel functions) is responsible for receiving, registering and coordinating reports.

6. Employee Responsibilities

Employees are expected to respect colleagues and collaborators, follow professional ethics and avoid discriminatory, offensive or inappropriate behaviour.

Employees who witness or experience inappropriate conduct are encouraged to report it to the administration.

7. Reporting Procedure

Any person who has experienced or witnessed discrimination or harassment may submit a report to the CAC administration (staff member responsible for HR/personnel functions).

Reports may be submitted:

- by email;
- in writing;
- verbally.

Where possible, the report should include the date, location, description of the incident and potential witnesses.

All reports are handled confidentially.

8. Investigation Procedure

Upon receiving a report, the administration assesses it within 5 working days.

If necessary, an internal review group may be formed. The investigation should be completed as soon as possible, but no later than within 30 calendar days.

Possible measures include:

- discussion or mediation;
- formal warning;

- changes in work organisation;
- disciplinary measures in accordance with applicable legislation.

9. Protection Against Retaliation

Any form of retaliation against a person for submitting a report, participating in an investigation or providing information is prohibited.

If retaliation occurs, appropriate measures will be taken in accordance with applicable legislation.

10. Preventive Measures

CAC provides periodic staff awareness activities and training on discrimination and harassment prevention.

This Policy is communicated internally and applies to institutional activities, including projects, residencies, exhibitions, public programmes and partnerships.

11. Final Provisions

This Policy enters into force on the date of approval and applies to all activities of the Contemporary Art Centre and Sapieha Palace.