

PERSONNEL POLICY

1. The personnel policy of the Baltic International Academy (hereinafter - BIA) has been developed on the basis of the long-term strategy of operation and development of the Baltic International Academy for 2022-2025.

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2. BSA personnel policy is focused on continuous quality improvement, achievement of BIA vision, mission and strategic development goals, development of human resources to ensure improvement of quality of academic, administrative and general staff, increasing the number of academic staff with doctoral degrees, promoting transfer of experience to young scientists, developing effective BIA personnel policy and improving student-centered education.

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3. The personnel policy of the BIA is closely related to the general goals of the BIA and the quality policy of the BIA, it is based on the laws and regulations of the Republic of Latvia and the BIA, which regulate labor legal relations, as well as on other external and internal laws and regulations, including the laws and regulations governing education sector and the BIA regulatory enactments.

4. The goal of the BIA personnel policy is to implement a unified, modern, effective personnel policy at the BIA in order to ensure qualified, professional and motivated employees to achieve high operational efficiency of the academy, as well as to ensure observance of the rights of the academy and employees in labor relations, improvement of work organization and to promote development and loyalty of employees.

5. BIA personnel policy is aimed at sustainable development of the BIA, giving the opportunity to both academic, administrative and general staff, as well as to every student interested in the development of the BIA, to build a career in their field of activity.

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6. The core values of the BIA personnel policy:

- **Development** - the academy is open to new ideas and uses the latest technologies. It supports professional development of the staff by providing them with appropriate learning and growth opportunities that increase professionalism of the employees. The academy provides each

employee and student with the necessary career opportunities based on their aptitude, initiative, and determination;

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- **Employee satisfaction** - the academy management conducts regular surveys to explore the needs and desires of the personnel with the goal of fulfilling these needs.

- **Quality** - the academy ensures a high quality of services provided, which is achieved through precise, efficient, and professional execution of work by each employee. The staff feels responsible for the quality of their work and that of their colleagues;

- **Professionalism** - the academy's staff is competent in their respective fields and oriented towards acquiring new knowledge and skills. High results are achieved by working as a unified team. The staff is oriented towards knowledge and experience exchange within work groups. They are capable and skilled at collaborating to achieve common BIA goals.

- **Stability** - the academy operates in a stable industry and is oriented towards long-term development, thereby providing a stable work environment for its personnel. The academy cares for its employees and students by providing social benefits that strengthen the stability of the work and study environment and promote a sense of social security.

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- **Traditions** - the established traditions of the academy are respected and developed, strengthening the sense of belonging and motivation among the personnel and students.

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7. BIA implements a personnel remuneration system that ensures consistent principles of competitive pay determination in the Latvian labor market, taking into account the employee's position level, qualifications, and scope of work performed.

8. Personnel remuneration at BIA is determined in accordance with regulations approved by the Senate, these regulations establish that the remuneration for the academic staff of the academy is determined based on the specified hourly rate for study and research work, on the other hand, the remuneration for general staff is determined based on the specified salary group for the respective position.

9. To promote the achievement of BIA goals and the individual growth of employees, they are given the opportunity to perform additional work alongside their primary responsibilities, according to BIA needs.

10. (Excluded, 23.02.2023 MINUTES No. 156)

11. BIA conducts regular personnel evaluations and development discussions to effectively manage staff competencies and promote opportunities for personal growth.

12. BIA ensures targeted development of knowledge, skills, and competencies for its personnel primarily in the following areas:
- professional English;
 - digital skills (Moodle, Zoom, etc.);
 - project management and implementation skills;
 - intercultural communication;
 - innovative teaching and research methods (for academic staff).
13. BIA ensures the freedom of study, research work, and creative expression, as long as it does not contradict the rights of others, the academy's statutes, and regulatory acts.
14. BIA ensures protection of its intellectual property and respects intellectual property rights belonging to its personnel.
15. BIA provides opportunities for personnel to engage in experience exchange events and participate in development and collaboration projects.
16. BIA motivates and supports its academic staff in publishing their scientific work in international databases, primarily Scopus and Web of Science, and encourages publications in highly cited scientific journals. BIA also facilitates formation of project groups to participate in research project competitions.
17. BIA motivates and supports involvement of its personnel in the development and implementation of international lifelong learning services.
18. BIA does not tolerate any form of discrimination, including differential treatment, exclusion, or limitations based on race, skin color, nationality, language, gender, sexual orientation, social origin, property or family status, disability (health condition), age, religious affiliation, political or other beliefs, or any other circumstances.
19. The principle of equal treatment applies to BIA and its students, personnel, participants, and other parties involved in the activities and communication of the academy.