

As resolved by the Board of the institution on
8 September 2021. Day-book number: 306-
0276-21

Work Environment and Equal Opportunities Plan 2021-2022 at the Department of Education

The Vice-Chancellor has resolved on the Work Environment and Equal Opportunities Policy for employees and students at Stockholm University (Day-book number SU FV-1.1.2-3914-19). The purpose of the policy is to clarify Stockholm University's view of work environment and equal opportunities issues. It will form the basis for the common approach that will characterise work environment and equal opportunities efforts at the University. The policy is based on the Swedish Work Environment Act, the Swedish Work Environment Authority's regulations and the Swedish Discrimination Act.

Stockholm University seeks to create a safe and inspiring environment to work and study in with its work environment and equal opportunities efforts. This requires the active participation of all managers, employees and students, who together create an inclusive work and study environment. *Equal opportunities* is an umbrella term to promote equal rights and opportunities for all employees and students regardless of gender, gender identity or expression, ethnicity, religion or belief, disability, sexual orientation or age.

Work environment and equal opportunities policy

Stockholm University shall offer good conditions and opportunities for employees and students. The work and study environment must make use of the resources that employees and students with different backgrounds, life situations and skills bring to the University. Everyone is expected to treat each other with respect. Stockholm University has zero tolerance for discrimination, harassment, sexual harassment and offensive treatment.

The work environment and equal opportunities work at Stockholm University should have a preventive focus. All employees and students should take joint responsibility for the University's efforts to continuously improve the work and study environment. We are each other's work environment, and all employees and students are responsible for actively contributing to a good physical, organisational and social work environment.

Responsibility

Each manager, employee and student is expected to take personal responsibility for the common work and study environment and to contribute to a positive work climate.

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The Vice-Chancellor is ultimately responsible for ensuring that the rules of the Swedish Work Environment Act and the Swedish Discrimination Act are followed. To ensure this, the Vice-Chancellor has allocated tasks concerning the work environment and equal opportunities to the Vice-Chancellors/Dean/University Director, who in turn have further allocated tasks to the Heads of Department or equivalent. Heads of Department/equivalent may choose to allocate further tasks to other managers in their department or equivalent unit. Work on health and safety and equal opportunities at the department is delegated to the immediate superior, which includes directors of studies and administrative managers.

All employees and students at Stockholm University are required to comply with the legislation and regulations that exist in the area of work environment and discrimination, as well as to follow the policies, rules and guidelines etc. stipulated by the employer/education provider.

Ongoing work environment management at the department

Work environment management should be a natural part of the daily work of all employees and students as well as being a natural part of the business. The GALV group is the department's advisory group on work environment and equal opportunities. It prepares work environment and equal opportunities issues for further resolution by the departmental board or by the Head of Department. It is important that all managers, staff and students are aware of this and that everyone contributes actively to the continuous improvement of the work and study environment. A particularly important responsibility for the work environment lies with the Head of Department, employees in leading positions and appointed safety representatives.

In accordance with the department's strategic plan for 2019-2022, the department is specifically working to:

- Enable teachers to develop both research and teaching and to have a sustainable balance between the two
- Strengthen and develop participation and collaboration between faculty and administrative staff to enhance quality and shared commitment to the department
- Increase the number of interfaces and develop dialogue with students in an effort to clarify the conditions of academic education and the role of students in its development

In addition to the above, the management and the GALV work to formulate and maintain clear procedures to create a stimulating work environment.

As information and communication are important for a good work environment, the department usually sets aside time every other Thursday during afternoon coffee to exchange information. At these meetings, management and staff can provide information about events in the institution and ongoing work/research. A prefect's letter in both Swedish and English is regularly sent out to all staff with information about ongoing activities in the department. A

future challenge for the department is how workplace meetings can be organised regularly at which issues related to the work environment can be raised.

New employees are onboarded by the administrative manager and directors of studies on an ongoing basis when new employees are hired. There must be a functioning workplace with a desk, computer, etc. when new employees commence working. New employees are also offered a mentor during their initial period at the department.

Appraisal talks are held annually between department staff and their immediate supervisor.

An internal safety review, which also has to take into account systematic fire protection, is carried out annually at the department with the Head of Department and the safety representative. Evacuation is the responsibility of the evacuation officer for each floor. The safety officer and fire safety inspector at the department have completed the University's health and safety representative training and training in systematic fire safety work, respectively.

The department provides fresh fruit twice a week and organises thematic well-being activities in the form of a Christmas dinner, staff coffee and department-wide internships focusing on issues important to the department. The department also has a well-being group that organises voluntary activities outside working hours with the aim of promoting cohesion and well-being.

In the event of perceived work environment problems, the department must be prepared to act quickly and deploy the necessary resources. Staff are entitled to three free visits per calendar year to the Occupational Health Service without the consent of their line manager.

As part of increasing accessibility during the pandemic period, the Heads of Department organise an 'open office' for half an hour every second week where any member of staff who wishes to do so can go in to Zoom to raise questions or simply talk to the Head of Department.

Proposed actions – Goals

The plan for health and safety and equal opportunities issues highlighted below is based on the goals and milestones set out in SU's overall health and safety and equal opportunities objectives for 2020–2022, which were drawn up by the Council for Health and Safety at Work and Equal Opportunities at central level. The updated milestones are based, among other things, on various surveys and studies, but also on the problem descriptions and needs raised by operations, the safety organisations, the trade unions and the Student Union. The goals are based on five different areas:

- Systematic work environment and equal opportunities,
- Organisational and social work environment,

- Harassment, sexual harassment and discriminatory treatment,
- Physical work environment,
- Study environment

The goals presented in the plan below apply to the entire university and will be broken down and worked on in each department.

Goals	Activities to achieve the goal	Responsible person	Deadline	Follow-up
Systematic work environment and equal opportunities work				
<i>Managers who have a shared responsibility for health and safety and equal opportunities tasks will undergo the basic health and safety and equal opportunities training. It is particularly important to increase the proportion of prefects, or equivalent, who have completed the training</i>	<ul style="list-style-type: none"> By 30 June 2022, prefects and other managers with staff responsibilities must have participated in the SU's central training on health and safety and equal opportunities 	Head of department	30 June 2022	Head of department
<i>Managers, staff and students must be aware of how the university works systematically with work environment and equal opportunities issues. They should know where to find information on how to work with these issues in practice.</i>	<ol style="list-style-type: none"> Review and update information on the web about how the department works with health and safety and equal opportunities issues. Collect tips on the internal web on how the department can work with health and safety and equal opportunities issues aimed at students, staff and managers. 	1. GALV 2. Designated working group (including parts of GALV) 3. Steering Group	Dec 2022	GALV

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	<p>3. Address work environment and equal opportunities issues at a joint departmental day with lectures and discussions.</p> <p>4. Student counsellors inform students at the start of the programme orally or in writing about how the university works with work environment and equal opportunities issues.</p>	4. Study and career counsellors		
<p><i>Increase the percentage of employees who have had appraisal talks with their manager</i></p>	<p>100% of all employees are offered an annual appraisal talk. Any employees who do not book an appointment will be contacted and followed up.</p>	Management team	June 2022	Head of department
<p><i>Organisational and social work environment</i></p>				
<p><i>Increase managers' knowledge of how to prevent an unhealthy workload and how to catch early signs of ill health in their employees</i></p>	<ul style="list-style-type: none"> • By 30 June 2022, managers responsible for human resources must have participated in the Human Resources Department's courses on the work environment and preventive measures • Create space and formats for manager availability and make this visible to employees • Managers are given access to employee surveys that are conducted and take action 	Head of Department/Management Group	Dec 2022	Head of department

<p><i>Increase staff knowledge of what they can do to manage and influence stressful situations, and how to identify and note their own signals of ill health.</i></p>	<ul style="list-style-type: none"> • Create forums for HR managers to exchange experiences on health and safety <ol style="list-style-type: none"> 1. Invite, for example, The Stress Research Institute to lecture on stress and ill health to all staff in the department on Department Day. 2. Address experiences of stress and causes of stress at the annual appraisal talk 3. Develop procedures/create a work culture in the department that prevents stress 4. Follow up and reflect on experiences of stress at appraisal talks 	<p>1. GALV in consultation with management 2-4 Head of Department/management</p>	<p>31 Oct 2022</p>	<p>GALV</p>
<p><i>Issues related to the digital work environment should be clearly included as part of systematic work environment management, e.g. in the annual safety inspections carried out by the units. Specific risk assessments will be carried out prior to the implementation of new IT systems.</i></p>	<ol style="list-style-type: none"> 1. The digital work environment must also be considered at the annual safety round. 2. The digital work environment is to be monitored in the annual appraisal talks. 3. Conduct risk analysis when implementing new computer systems 4. Follow up consequences after implementing new IT systems 5. Clarify on the web how digital tools are provided/can be ordered by staff 6. Invite lecturers to increase teachers'/researchers' knowledge of potential risks related to the presence of social media and how to manage them 	<p>1 Head of Department together with safety representative 2-5 Head of Department/Management/GALV 6 Communicator (social media)</p>	<p>1: 31 Dec 2021</p>	<p>GALV</p>
			<p>2: Annually</p>	
			<p>3-4 Risk analysis done before new systems are implemented</p>	
			<p>Follow-up within 3-6 months</p>	

depending
on system

5: 31 Dec
2021

6: Autumn
2022

***Harassment, sexual
harassment and
discriminatory treatment***

*Increase student awareness
of national and local
regulations on harassment,
sexual harassment and
discriminatory treatment*

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Clarify guidelines on how the institution handles cases of harassment, sexual harassment and discriminatory treatment and post information on the web 2. Inform students at the start of the semester where they can turn to if they experience harassment etc. 3. Link information on Athena on SU's regulations regarding harassment and discriminatory treatment | <ol style="list-style-type: none"> 1. GALV/Study Directors 2. Student Counsellors 3. Education Administrator |
|--|---|

31 Dec
2021

GALV
group
spring
2022

*Identify actions that need to
be taken to create a work
environment where
employees feel safe to speak
up and ask for help if they
feel they have been subjected
to sexual harassment or*

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Make it clear on the web who to contact if you feel you have been subjected to harassment/abusive behaviour 2. Work climate as a theme is to be regularly highlighted at joint department days 3. Issues relating to the work climate are to be raised at appraisal talks | <ol style="list-style-type: none"> 1 GALV 2-3 Head of Department/manage ment 4-5 Head of Department/Staff Dept. |
|--|--|

31 Dec
2022

GALV/
Head of
Depart-
ment

other forms of offensive behaviour.

4. An employee survey on work climate is to be conducted in Spring 22 (via the HR department)
5. Employee survey on sexual harassment/abusive treatment to be conducted in Autumn 22 (via HR department)

Physical work environment

Departmental managers use the University's "Safety Round Checklist" during safety rounds to ensure their accountability and compliance.

- The Head of Department uses the University's checklist for the annual safety review

Head of department

31 Dec
2021

Head of
depart-
ment

Identify actions that need to be taken to create a safer work and study environment.

- See items below and above. Once employee/student surveys are completed, actions will be identified. This will be step 2. As a first step, evidence will be developed.
- Use the Student Council to identify students' perceptions of the study environment and use this as a basis for identifying measures

GALV in
collaboration with
the departmental
student liaison
officers and the
departmental student
council

June 2022

GALV

Study environment

Map students' perceived study environment

- Conduct a survey on the study environment that targets students

GALV in
collaboration with

June 2022

GALV

		those specifically responsible for student liaison at the department		
<i>Increase management/staff knowledge of study environment issues.</i>	<ol style="list-style-type: none"> 1. Disseminate support material to teachers and students regarding special educational support in the department 2. Involve teachers in the 'Modig' project, which aims to develop the digital and physical learning environment at the department 	<ol style="list-style-type: none"> 1-2 Student Counsellors 3 Responsible for the Modig project 	June 2022	GALV
<i>Plan for a safe return to campus for both staff and students</i> <i>(own milestone)</i>	<ul style="list-style-type: none"> • Develop guidelines for the return to campus for both staff and students e.g. focusing on aspects such as space, facilities, gradually increasing presence in departmental facilities 	Management team	October 2021	Head of department

