



UMEÅ UNIVERSITY

WORK ENVIRONMENT AND EQUAL OPPORTUNITIES POLICY

Type of document:	Policy
Date:	3 September 2019
Reg. No.:	FS 1.1-1526-19
Approved by:	Vice-Chancellor
Validity:	
Field:	Human Resources, Equal Opportunities and Work Environment
Office in charge:	Human Resources Office
Replaces document:	Arbetsmiljöpolicy – Work Environment Policy (Reg. No 100-1188-99) Policy approved on 7 June 1999 by the University Board



UMEÅ UNIVERSITY

Content

Work Environment and Equal Opportunities Policy	1
1. Description	3
2. Background	3
3. Work Environment and Equal Opportunities Policy	3



UMEÅ UNIVERSITY

1. Description

The Work Environment and Equal Opportunities Policy aims to provide guidelines for the work environment strivings and should overall describe the working conditions and work environment in the organisation, and how these conditions should be formed. The policy regulates the systematic work environment and equal opportunities work.

2. Background

The regulations that form the basis for the drafting of this policy are the Work Environment Act (Arbetsmiljölagen), the Discrimination Act (Diskrimineringslagen), the provision for Organisational and Social Work Environment (AFS 2015:4) and the provision for Systematic Work Environment Management (AFS 2001:01).

Since the former Work Environment Policy was approved, the Swedish working life and its challenges have remarkably changed.

This policy visualises how Umeå University works in an encouraging and preventive way when it comes to work environment and equal opportunities. The work is carried out systematically in four steps: investigating, analysing/assessing, attending to and following up. To achieve a positive physical, mental, organisational and social work environment, it presupposes that we all actively participate and together create an inclusive organisation that supports us all on equal terms.

The following policy has integrated the student and work environment perspective with the equal opportunities perspective. Work Environment and Equal Opportunities Policy replaces Work Environment Policy 100-1188-99.

3. Work Environment and Equal Opportunities Policy

A good physical, mental, organisational and social work environment on equal terms is a strategically important issue at Umeå University. By focusing on employees' and students' health, we create the best conditions for a sustainable work and student life. The University should be a workplace and study environment that is characterised by job satisfaction, security, development, participation, trust and respect for equal rights for everyone.

Equal opportunities goes without saying, and we should jointly work to promote equality, gender equality and diversity in the long term at Umeå University. We should also actively work to prevent and counteract all forms of discrimination, harassment and bullying. All employees and students should be given the opportunity to work and study on equal terms at Umeå University, regardless of gender, ethnicity, religion or other belief, disability status, sexual orientation, gender identity and expression, and age. Umeå University has a zero tolerance policy for all types of discrimination, harassment and bullying.



UMEÅ UNIVERSITY

The physical work environment should be safe, accessible and functional. Work and studies should be organised and planned so that employees and students do not risk being exposed to work loads that can lead to physical or mental harm. A good work environment on equal terms is characterised by good cooperation and good communication between leaders, employees and students.

Work environment and equal opportunities should by a comfortable margin live up to regulations and agreements. This work should be undertaken in collaboration between the employer, employee, students, trade unions, safety representatives, equal opportunities organisations and students' unions, and in collaboration with the occupational health care services.

Responsibility

The Vice-Chancellor has the outmost responsibility for the work environment and equal opportunities endeavours at Umeå University. This responsibility involves leading and following up the University's work environment and equal opportunities work on an overall level. The Vice-Chancellor is responsible for providing written allocation of tasks regarding work environment efforts, and to assignments related to equal opportunities work, to subordinate managers who in turn should allocate tasks to heads of department or equivalent. Those who are allocated tasks should have sufficient resources, knowledge and authority to accomplish the tasks. The head of department or other head of office is responsible for and lead the department's/office's work environment and equal opportunities work.

All employees and students at Umeå University have the responsibility to contribute to creating a good work environment under equal terms. Employees and students also have the responsibility to take part in the work environment and equal opportunities work by following instructions, regulations, routines and by paying attention to and report incidents and risks.

Umeå University can accomplish the policy vision by

- integrating work environment and equal opportunities strivings with daily work and in the organisational development, including questions of work environment and equal opportunities in workplace meetings and in interface groups on all levels.
- carrying out systematic work environment and equal opportunities work by annually carrying out investigations and risk assessments, taking measures, and following up risks to prevent ill health, accidents and discrimination.
- carrying out risk assessments prior to any changes, that are not a part of the everyday operations, to prevent ill health and accidents.
- reporting and, when necessary, investigating all work environment and equal opportunities related accidents and incidents to be able to take measures to prevent ill health and accidents.
- carrying out early and structured rehabilitation of employees so that the rehabilitative actions can facilitate and enable a sustainable and long-lasting return to work.



UMEÅ UNIVERSITY

- providing heads of departments and other heads of offices the authority, resources and prerequisites to act for a positive work environment on equal terms.
- providing heads of departments and other heads of offices with an introduction and education into the laws, ordinances, regulations and collective agreements that are of importance to a positive work environment on equal terms.
- providing employees and students with the prerequisites to participate in work environment and equal opportunities work.
- giving all employees an introduction and education into working safely and to promote a good physical, mental, organisational and social work environment on equal terms.
- giving all students an introduction, and, when necessary, an education into working safely and to promote a physical, mental, organisational and social work environment on equal terms.
- offering education into the laws, ordinances and regulations that are of importance to a positive work environment on equal terms to work environment representatives, student work environment representatives, work environment coordinators and equal opportunities representatives and administrators.
- continuously striving towards improving our work environment on an organisational, social, physical and mental level.