



UMEÅ UNIVERSITET

# **RULE – ORGANISATION OF THE WORK ENVIRONMENT AND EQUAL OPPORTUNITIES**

Type of document:	Rule <sup>1</sup>
Date of approval:	22 December 2023
Reg. no.:	FS 1.1-2466-23
Approved by:	Vice-Chancellor
Validity:	1 January 2024 until further notice
Field:	Staff, equal opportunities and work environment
Office in charge:	Human Resources Office
Replaces document:	Handläggare och företrädare för lika villkor vid Umeå universitet fastställt av rektor den 3 september 2013 (FS 300-375-13)

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<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



# UMEÅ UNIVERSITET

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# 1. Description

This rule describes the support, roles and coordination of preventive efforts with the work environment and equal opportunities at Umeå University.

## 2. Background

Umeå University's vision and policy for the work environment and equal opportunities states that joint efforts for a sustainable working life ensure a good work environment and that the University is an attractive employer. Providing good leadership at every level inspires employees to develop. The University is characterised by an inclusive culture where gender equality, diversity and equal opportunities are self evident. The University takes a long-term and proactive approach with work environment, equal opportunities and social sustainability issues and incorporates a student and employee perspective.

For Umeå University, equal access to a good physical, psychological, organisational and social work environment is crucial. Focusing on the health of staff and students enables a sustainable work and student life. At Umeå University, we are focused on ensuring staff enjoy their work, feel safe, are able to develop personally and professionally, have a sense of belonging, trust each other, and respect the equality of all people. We take a long-term approach to promoting gender equality, equal opportunities and diversity and to actively preventing and mitigating all forms of discrimination, harassment and victimisation.

A university-wide work environment and equal opportunities committee and two coordination groups (Sustainable Student Life and Sustainable Working Life) help inject energy and purpose into Umeå University's vision and policy for the work environment and equal opportunities. They also support the Vice-Chancellor, deans, heads of department and managers as they implement work environment and equal opportunities efforts at the University. This work is supported by university-wide work environment and equal opportunity coordinators, management support for work environment and equal opportunities at faculties and equivalent, and management support for equal opportunities at departments and units.

## 3. Work Environment and Equal Opportunities Committee

The Work Environment and Equal Opportunities Committee (referred to by its Swedish acronym ALV in this and other university documents) is part of the University's collaborative organisation as per Umeå University's local collective agreement on collaboration for the future. The ALV committee participates in the planning of and provides guidelines for systematic work environment efforts, active measures and other efforts that lead to an equitable and good work environment. At its meetings, the employer is represented by the university director (who also serves as chair), the human resources director (who serves as vice chair), a work environment coordinator for the physical work environment, and three work environment and equal opportunity coordinators (one of whom representing the education provider perspective). Staff are represented by a representative from each employee organisation and two chief work environment representatives. As per the Occupational Safety and Health Act, students

have a right to have two representatives. The ALV committee meets at least seven (7) times a year.

Two of these meetings are designated as strategy meetings. On these occasions, the Vice-Chancellor (chair), one representative per Faculty Management or equivalent, and the chairs of the Sustainable Working Life and Sustainable Student Life coordination groups also participate. The strategy meetings are intended to serve as a forum for strategic discussions, sharing experience and coordinating across organisational boundaries. The purpose of the strategy meetings is to follow up and develop the university-wide and long-term efforts with work environment and equal opportunities, both from an employer and education provider perspective.

## 4. Coordination groups

### 4.1 Coordination Group for Sustainable Student Life

The Coordination Group for Sustainable Student Life coordinates work environment and equal opportunity efforts from the perspective of the education provider. The group primarily works preventively and promotes its mission through sharing information and experience and coordinating joint activities. The group presents and collaborates on issues in the ALV committee.

The coordination group has 13 members:

- The manager at the Student Services Office responsible for the area, chair
- University-wide ALV coordinator, Student Services Office (1)
- University-wide ALV coordinator, Human Resources Office (1)
- Coordinator of the physical work environment, Property Management Office (1)
- Students, appointed by the student unions jointly (3)
- Joint faculty representatives, Umeå School of Education and Umeå University Library (6)

When needed, internal or external representatives can be co-opted to the group.

### 4.2 Coordination Group for Sustainable Working Life

The Coordination Group for Sustainable Working Life coordinates work environment and equal opportunity efforts from the perspective of the employer. The group primarily works preventively and promotes its mission through sharing information and experience and coordinating joint activities. The group presents and collaborates on issues in the ALV committee.

The coordination group has 11 members:

- The manager at the Human Resources Office responsible for the area, chair
- University-wide ALV coordinator, Human Resources Office (2)

- Coordinator of the physical work environment, Property Management Office (1)
- Management support ALV from each faculty, the University Administration and Umeå University Library (6)
- Student, preferably a doctoral student, appointed by the student unions (1)
- When needed, internal or external representatives can be co-opted to the group.

## 5. Roles

### 5.1 Work environment and equal opportunity coordinators

There are to be university-wide working environment and equal opportunity coordinators for students and employees (ALV coordinators). These coordinators are based out of the Student Services Office and the Human Resources Office.

They provide support to the University Management in promotional and preventive efforts within work environment and equal opportunities for students and staff. They coordinate the Sustainable Study Life and Sustainable Working Life coordination groups and are the link between the coordination groups and the ALV committee.

This includes developing and coordinating university-wide efforts, for example by developing and implementing university-wide courses and providing support material.

The coordinators support, strengthen and develop skills within work environment and equal opportunities functions at Umeå University and these functions within the student unions.

### 5.2 Management support for work environment and equal opportunities at faculties, the University Administration, Umeå University Library and Umeå School of Education

The faculties, University Administration, Umeå University Library and Umeå School of Education are to have management support for work environment and equal opportunities (Management Support ALV). Management Support ALV is to be a clearly defined part of the job responsibilities dedicated to the assignment. It is recommended that 50–100 per cent of the individual's responsibilities be dedicated to the assignment.

These individuals are to serve as support for each dean or equivalent in their responsibility for promoting and taking preventive measures within the work environment and equal opportunities for students and staff.

The assignment also involves, when necessary, coordinating the faculty's or equivalent's efforts with work environment and equal opportunities for students and employees, initiating and following up measures at faculty level or equivalent, and supporting the departments in their work. Management Support ALV staff can also organise work environment and equal

opportunity activities within the faculty or equivalent as part of continuing professional development, such as networking meetings and training courses.

These staff members can be co-opted to the Faculty Board's meetings as needed and should be part of the Faculty Collaborative Group (FSG). Management Support ALV staff at Umeå University Library, the Administration and Umeå School of Education should be given corresponding opportunities.

### 5.3 Management support for equal opportunities at departments and units

Departments and units are to have management support for equal opportunities.<sup>2</sup> Management support for equal opportunities is to support the head of department or manager in their responsibility for promoting and conducting preventive measures with equal opportunities for both students and staff.

As a rule, each department and unit is to appoint two individuals to provide management support for equal opportunities. Departments and units with fewer than 40 employees are to appoint at least one individual to provide management support. Small departments and units with fewer than 20 employees may coordinate this function. The head of department or manager appoints the person to provide management support for equal opportunities.

Each appointed individual is to have at least 30 hours per six months allocated to the assignment. The total number of hours can be distributed differently if the department or unit chooses to appoint more individuals for management support than indicated above.

Management support is to cooperate with the Human Resources Office, work environment representatives and, where applicable, student work environment representatives, for example by being part of a work environment and equal conditions group led by a head of department or manager.

Management support for equal opportunities is to be part of the department's or unit's local collaborative group (LSG).

In addition to the actual work within the department or unit, individuals responsible for management support are to be given equal opportunities to participate in training, seminars and networking meetings.

The assignment as management support for equal opportunities does not include participating in cases related to specify individuals.

### 5.4 Chief work environment representatives

Chief work environment representatives provide support to work environment representatives and coordinate their activities. These representatives participate in planning that is important for work environment efforts at the University and in work environment

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<sup>2</sup> HR support and work environment representatives provide support to heads of department or equivalent in work environment matters.

safety rounds in joint premises. Chief work environment representatives can also provide support and advice on work environment matters or collaborate on these matters if a department or unit lacks a work environment representative.

Chief work environment representatives are nominated by work environment representatives and appointed by each employee organisation.

## 5.5 Chief student safety representatives

Chief student safety representatives provide support to student safety representatives and coordinate their activities. They participate in planning that is important for study workplace safety at the University and in work environment safety rounds in joint premises.

Chief student safety representatives are appointed by the student unions.

## 5.6 Work environment representative

Work environment representatives represent staff in work environment matters within their organisation. Work environment representatives help with planning of importance for the health and safety efforts and, for example, can participate in work environment safety rounds. Work environment representatives work to ensure a satisfactory work environment as mandated by work environment legislation. Work environment representatives are to cooperate with the head of department or manager. Together they have an important role in improving the work environment through consultation.

These representatives perform this assignment as part of their employment. The assignment as a work environment representative may take all necessary time to complete. Since rules do not limit the amount of time for the work environment representative's assignment, it is important that the representative and head of department or manager plan ahead and discuss the representative's regular work and staffing to agree on how much time should be spent on the assignment.

The head of department or manager is to enable the appointment of work environment representatives. Work environment representatives are nominated by the staff, and the head of department or manager informs the employee organisations about the nomination, which then appoint the work environment representatives.

## 5.7 Student safety representative

The student safety representative represents the students within their organisation. The representative works for good a work and study environment as mandated by work environment legislation.

The representative is a resource and sounding board for the head of department in matters affecting students. Upon appointment, the student safety representative should contact the head of department at the relevant department.

The student safety representative is appointed by student unions.

The student safety representative can be invited to and participate in, as needed, the local collaboration group (LSG) when it discusses student matters.