



Action Plan for Equal Opportunities Work 2011

SLU's vision

SLU is a world-class university in the fields of life and environmental sciences.

SLU's objectives for staff and students:

- students and staff shall have a work environment and work conditions that are among the most attractive available
- the organisation shall function well, with clear leadership and efficient use of resources
- the equality and diversity perspective shall have a strong position throughout the entire organisation
- staff and students shall be our best ambassadors

SLU's work with equal opportunities issues contributes to ensuring that this vision is fulfilled by creating an attractive study and work environment in which the skills of all individuals are fostered and developed. Equal opportunities work also helps to ensure that structures and processes are fair.

Vision for equal opportunities work¹

All employees, students and applicants shall feel welcome and be given equal opportunities, regardless of gender, sexual orientation, transgender identity or expression, disability, ethnic affiliation, religion or other belief and age.

Equal opportunities work applies to all employees and students and shall be carried out in collaboration between employer and employee and between the university and the student unions.

SLU's equal opportunities work shall particularly focus on

- promoting equal opportunities as regards employee working conditions, salaries, involvement and career opportunities
- giving employees and students knowledge regarding the content of discrimination law and the university's equal opportunities work and by emphasising zero tolerance for discrimination, harassment and other offensive special treatment
- creating recruitment processes that contribute to a more equal work and study environment
- making it easier for employees and students to combine work/studies and parenthood
- creating good availability and accessibility as regards activities, information and premises for employees and students

¹ The vision is part of "Strategy for Equal Opportunities at SLU 2009-2011", which is available in its entirety by following the link on the right-hand side of <https://internt.slu.se/sv/personalfragor/lika-villkor/>

In this context, the term equal opportunities means that all employees, students and applicants shall be given equal opportunities, regardless of gender, sexual orientation, transgender identity or expression, disability, ethnic affiliation, religion or other belief and age.

Ongoing work

Equal opportunities work shall be integrated in all activities at SLU and shall be firmly rooted in SLU's vision and concept. This means that such work is not primarily concerned with temporary measures and efforts but instead involves activities that are continuously and routinely performed within the various parts of the organisation. Such activities are presented below, formulated as ongoing assignments for the various units within the university.

Ongoing assignments for the Human Resources Office

- Provide support to employees in equal opportunities issues
- Ensure that knowledge about equal opportunities issues is always included in SLU leadership courses
- Primary responsibility for drafting SLU's Equality Opportunities Plan
- Support equal opportunities work at different levels at SLU
- Responsibility for equal opportunities content on the website
- Draft action plan for equal salaries and conduct salary analyses and salary mapping in accordance with the requirements of the Equal Opportunities Act
- Provide information on the university's equal opportunities work during new employee introduction.

Ongoing assignments for the Division of Student Affairs and Learning Development (SUS)

- Work with the Human Resources Office to provide a student perspective in the drafting of SLU's Equal Opportunities Plan
- Provide advice and support to students and instructors regarding equal treatment issues
- Ensure that training of different categories of instructors contains information on equal treatment issues, including gender-conscious pedagogy
- Provide support to students with disabilities and provide information on the support to applicants, students and instructors
- Provide new students information on the Discrimination Act and the procedures for reporting discrimination and harassment

Ongoing assignments for SLU Estate Office

- Ensure that the guidelines established by the Swedish Agency for Disability Policy Coordination (Handisam) are applied to all building alteration planning and new construction. Accessibility measures shall also be applied to minor building alterations/renovations.
- Ensure that planning to increase accessibility is carried out for premises not subject to alteration measures for activity adaptation. This is assessed on a case-by-case

basis based on factors such as how long SLU will continue to have activities in the premises/building in question.

- Ensure that accessibility requirements are met when renting new premises.
- Take responsibility for planning of interior fittings and equipment necessary for persons with disabilities in conjunction with premises provision measures.
- Ensure that the outdoor environment in SLU campus areas are gradually adapted to increase accessibility

Ongoing assignments for the IT department

- Ensure that SLU's telesystems are developed to be accessible to everyone to the greatest possible extent.
- Ensure that SLU supplies enough computers with relevant software for employees and students with reading and writing difficulties or other disability

Ongoing assignments for the Division of Communication

- Develop SLU's web pages with increased user friendliness and accessibility from a disabilities perspective
- Ensure that SLU's informational material is non-discriminatory and non-exclusive. For example, the content of SLU's programme catalogues and other informational materials shall reflect ethnic diversity and shall not reinforce the heterosexual norm or gender stereotypes.

Ongoing assignments for the Library

- The Library's Equal Opportunities Committee shall draft an equal opportunities plan each year. This plan must be approved by the Head Librarian. This plan must be based on the university-wide equal opportunities strategy and action plan.
- Media, websites and IT systems for publication and searching as well as instruction and library premises shall be adapted to increase accessibility for students with disabilities.
- Library staff and library stewards shall pay attention to equal opportunity issues in their work. They shall also know where to find the procedures that are to be followed if discrimination or harassment is suspected.

Ongoing assignments for the Management Secretariat

- Ensure that education days for new union officials contain information on the Discrimination Act, SLU's equal opportunities work and procedures for reporting discrimination and harassment.
- Conduct study-social questionnaire surveys every other year, aimed at Swedish-speaking and English-speaking students at the basic and advanced levels and research study students

Ongoing assignments for the Faculties

- The Equal Opportunities Committee of each faculty shall audit its Equal Opportunities Plan annually. The plan is then approved by the Dean of the respective faculty. This plan must be based on the university-wide equal opportunities strategy and action plan.
- Gender distribution objectives¹ for new-hire research and instructing staff shall be set annually by the respective faculty.
- Scheduling of instruction shall as far as possible be undertaken with due consideration to students with parental responsibilities.
- Instruction and examination forms shall be adapted to increase accessibility to students with disabilities.
- Instructors and other members of the faculty staff shall pay attention to equal treatment issues in their work. They shall also know where to find the procedures that are to be followed if discrimination or harassment is suspected.
- Inform work placement hosts and external supervisors of the Discrimination Act and the fact that it also applies to work placements.

Ongoing assignments for the Student Welfare Council

- Deal with general strategic issues regarding supporting, coordinating, stimulating and developing work with student welfare issues, including diversity and equal treatment of students
- Responsible for following up and evaluating the student unions' kick-off activities
- Responsible for ensuring that an annual kick-off course is arranged for union kick-off supervisors. Said course must include information on the Discrimination Act and SLU's equal opportunities work.
- Provide viewpoints and submit proposals for actions in the Equal Opportunities Plan as regards student issues.

¹ This is a secondary objective to over time achieve an even distribution of gender, i.e. breakdown of women and men within the interval 40-60.

Specific measures for 2011

General

New procedures for working on the Equal Opportunities Plan

Objective: Work with the SLU Equal Opportunities Plan must be effective and appropriate

Measure: New procedures for work with the Equal Opportunities Plan shall be drafted during spring semester 2011, including a new annual cycle that is adapted to budget work

Responsible: Head of Human Resources and Head of SUS

Equal opportunities section in the management information system

Objective: The annual equal opportunities work of the faculties and departments, with planning, implementation and follow-up, shall be facilitated through reporting in the management information system.

Measure: The management information system shall be developed in order to map out gender distribution in the various positions at SLU.

Responsible: Head of Human Resources in consultation with controller unit manager

Analysis instrument development

Objective: Key indicators shall be developed in the field of equality.

Measure: Key indicators shall be generated in the human resources systems and be indicated in the management information system.

Responsible: Head of Human Resources in consultation with controller unit manager

Education and information

Objective: Increase student and staff awareness of equal treatment issues

Measure 1: Start work to ensure that all students in each study programme are given the opportunity to discuss value issues related to equal treatment

Responsible: The faculties in collaboration with the Division of Student Affairs and Learning Development (SUS)

University Animal Hospital (UDS)

Objective: To observe equal opportunities issues during annual planning

Measure 1: Initiate equal opportunities work in 2011

Responsible: Animal Hospital Director

Increased knowledge of different equal opportunities work at SLU

Objective: Equal opportunities work shall be well known at SLU and information on equal opportunities shall be easily accessible

Measure 1: Make equal opportunities information on the website more comprehensive and reader friendly

Measure 2: Draft reader-friendly documentation on equal opportunities (incl. policy, action plan, definitions and how staff and students report discrimination and harassment). This is published and spread to key individuals at SLU and is made available for download from the website in Swedish and English.

Responsible: Head of Human Resources in consultation with Head of SUS

Measure 3: Draft general folder and poster aimed at students, with information on what equal opportunities means and where to turn if subjected to discrimination or harassment

Responsible: Head of SUS in collaboration with education leaders and SLUSS

Handling procedures

Objective: SLU shall have up-to-date procedures for handling suspected harassment or discrimination of students

Measure: Update SLU's procedures for handling suspected harassment of students

Responsible: SLU's Chief Legal Officer

Computer programs

Objective: Students and employees shall have access to adapted computer programs.

Measure: The possibility of giving employees and students access to personal licences of special programs is being examined (programs that aid individuals with reading and writing difficulties as well as for individuals with a native language other than English or Swedish).

Responsible: Head of IT department in collaboration with Head of SUS

Gender equality

Salary mapping

Objective: Equal salaries at SLU

Measure 1: Perform salary mapping prior to salary reviews and draft a plan to correct any shortcomings.

Responsible: Human Resources department in collaboration with human resource organisations

Female promoted professors

Objective: Increase the number of women seeking a promotion.

Measure 1: In the SLU Appointments Procedure, spell out what is required and the procedure for seeking a promotion.

Responsible: Dean of relevant faculty in consultation with Head of Human Resources

Measure 2: Annual recurring discussions with the respective Dean and faculty management regarding female competency in the faculty.

Responsible: Vice-Chancellor

Ethnic affiliation, religion or other belief

Access to information in English

Objective: SLU shall be an attractive employer, including on an international level, and shall make it easier for employees with a native language other than Swedish to take in information.

Objective: SLU shall be an attractive employer, including on an international level, and shall ensure that all information is available in English and Swedish following an established language policy.

Measure: In 2011, all documentation related to recruitment, work conditions and harassment shall be translated to English and shall be published on the web.

Responsible: Head of Human Resources and Deans

Policy regarding religion and other beliefs

Objective: Individuals with different religions and beliefs shall feel welcome at SLU

Measure: Draft a policy for students as regards time off and other special consideration in conjunction with various religious holidays.

Responsible: Head of SUS and Deans.

Image project

Objective: Images on SLU's website and printed material shall depict the university's international nature and individuals with different ethnicities shall feel welcome at SLU

Measure: Renew and expand the image library in SLU's image database with several international students and employees with foreign background

Responsible: Head of Division of Communication

Rooms of contemplation

Objective: Students shall have access to a secluded, religion-neutral room (referred to as a room of contemplation) where they can pray or meditate

Measure: Establish rooms of contemplation at SLU's main campuses

Responsible: Head of Division of Facility Management

Disability

Signage

Objective: Improve information on accessibility in instruction premises for persons with hearing impairment

Measure: Improve information that is found in the instruction premises, including signage on the technical systems for hearing aids

Responsible: Head of Division of Facility Management

Accessibility to the outdoor environment

Objective: Increase accessibility to the outdoor environment for persons with physical disabilities

Measure: Plan to bridge level differences in order to increase accessibility for persons with physical disabilities in the outdoor environment of the Ultuna campus

Responsible: Head of Division of Facility Management, possibly in collaboration with the Landscape Architecture Programme in Uppsala

Information

Objective: Improve access to SLU's website for persons with disabilities

Measure 1: A "talking website" shall be launched in 2011

Responsible: Heads of Division of Strategy and Planning and Division of Communication

Measure 2: Arrange training for SLU staff on how to create accessible PDF files (that can be listened to with voice synthesis) and publish information on this on the internal website

Responsible: Heads of Division of Communication and Human Resources department.

Measure 3: Give consideration to the accessibility aspect when developing an internal website for students

Responsible: Heads of SUS and Division of Communication

Targeted information for students with disabilities at SLU Karriär (SLU Career)

Objective: Students with disabilities shall have access to information regarding adaptations and aids in working life

Measure: Draft information for the SLU Karriär (SLU Career) website regarding employer responsibility and the role of Försäkringskassan (the Swedish Social Insurance Agency) as regards adaptations and aids at workplaces

Responsible: Head of SUS

Communication

Telephony

Objective: SLU's telesystem shall be accessible and usable for all users

Measure 1: The possibility of introducing text telephony for incoming calls to the SLU switchboard is being investigated

Responsible: Head of IT department