Gender equality and equal opportunities

ACTION PLAN 2016 | FACULTY OF SCIENCE | LUND UNIVERSITY | REG NO STYR 2015/1349
The purpose of the 2016 Faculty of Science Action plan for gender equality and equal treatment is to promote the equal rights of all individuals to work and study at the faculty, irrespective of ethnic origin, disability, sex, transgender identity, religion or other belief, sexual orientation or age in order to, by extension, increase the quality of education, research and the work environment.

The action plan applies to 2016 and has the support of the departments of the faculty. We hope that the action plan will lead to active work on gender equality, equal treatment and diversity at the faculty and the departments.

The Faculty of Science actively supports the core values of the Lund University Policy for gender equality, equal treatment and diversity and our action plan is based on the Discrimination Act (2008:567), Equal treatment plan for students at Lund University, Lund University Strategic plan 2012–2016 and Faculty of Science Strategic plan 2014–2017.

The faculty’s strategic and systematic work for gender equality, equal treatment and diversity is described in the long-term goals and in the specific goals and measures formulated for the year.
Background

The action plan includes goals and measures in the following action areas:

1. discrimination
2. equal treatment
3. recruitment and promotion
4. leadership
5. pay rates and terms of employment
6. gender perspectives and intersectional perspectives

Under the Discrimination Act, it is our duty as an employer to draw up a gender equality plan focused on measures for staff every third year, and as an education provider to draw up a similar plan for students every year.

We have decided to draw up a plan covering equal treatment and diversity as well as gender equality every year. This makes it easier to highlight all action areas and grounds of discrimination, and to clarify the management process (planning, implementation, follow-up and development) as the annual report serves as a foundation for next year’s action plan.

The Faculty of Science committee for gender equality and equal treatment evaluates the action plan every year and presents completed initiatives and results in a report.

THE SEVEN PROHIBITED GROUNDS OF DISCRIMINATION

- sex
- transgender identity or expression
- ethnicity
- disability
- sexual orientation
- age
- religion or other belief

DISCRIMINATION CAN TAKE THE FORM OF

- direct discrimination
- indirect discrimination
- harassment
- sexual harassment
- instructions to discriminate
- inadequate accessibility for people with disabilities

Read more at www.do.se/en
General goals for all action areas

GENDER EQUALITY AND EQUAL TREATMENT ON THE AGENDA
The faculty is to work actively for gender equality and equal treatment by putting these issues on the agenda and spreading information within the organisation. All students and staff at the faculty’s various departments are to be aware of the faculty’s action plan and the steering documents on victimisation and sexual harassment.

ANNUAL GENDER EQUALITY AND EQUAL TREATMENT REPORTS
The faculty is to draw up an annual report of the initiatives and achievements concerning gender equality, equal treatment and diversity. The report is to contain recurring performance indicators (as of the 2010 plan) in order to facilitate follow-up. The report is to account for the year’s initiatives at the faculty and departments. The faculty is to annually evaluate the initiatives carried out by the departments using the funding allocated for work on gender equality, equal treatment and diversity. The results are to be stated in the report.

INFORMATION IN ENGLISH
The faculty is to translate the action plan on gender equality, equal treatment and diversity into English each year. The same applies to the plans drawn up at each department. The action plans of the faculty and the departments are to be available in Swedish and English and easily accessible on the faculty website.

SPECIFIC INITIATIVES AT THE DEPARTMENTS OF THE FACULTY
The departments of the faculty are allocated SEK 80 000 a year for initiatives relating to gender equality, equal treatment and diversity. Each department is strongly encouraged to draw up an annual action plan, with at least three measures in line with the faculty action plan. The measures are to be concrete and measureable, and are to be reported in conjunction with the annual gender equality, equal treatment and diversity report. A requirement for the allocation of funding is that the department has satisfactorily reported its initiatives from the previous year.

WE TAKE ACTION BASED ON
• systematic planning, implementation, follow-up and development
• active leadership that puts the issues on the agenda and favours change
• allocation of funding and clear accountability
• perseverance and long-term planning
• knowledge, reflection and establishing of support
• active practice
Specific action areas and concrete measures

1. DISCRIMINATION

"Within the university there is zero tolerance of discrimination."*

Goal: Combat discrimination, victimisation and harassment

The faculty is to work actively to combat discrimination, victimisation, sexual harassment and other forms of harassment.

2016 measures

- Faculty office staff are to participate in the Lund University training programme “Se Människan” (See the Human Beyond). We encourage all departmental constellations to do the same.
- Resources on combating discrimination are to be made available and information about the material disseminated.
- Information will be given to students and doctoral students at the introduction meetings.
- Information and discussions at meetings with teachers every semester.

*) All introductory quotes are from the Lund University Policy for gender equality, equal treatment and diversity.

2. EQUAL TREATMENT

"Equal treatment entails everyone being treated with respect and consideration and being given the opportunity to develop on the basis of his or her personal circumstances."

Goal: Increase knowledge and understanding of equal treatment

Equal treatment is a human right. In order to actively promote equal treatment we need to provide information on what it is and support activities that promote equal treatment.

2016 measures

- Inform about and work according to the Equal treatment plan for students at Lund University.
- The faculty is to support the WINGS (Women IN Great Sciences) network with ideas and funds.
- The faculty is to support The Science Students’ Union (LUNA) in their work on equal treatment.
- The faculty will have ongoing contact with the student ombudsman.
- Increase collaboration with the study guidance network. Hold discussions on how we can help one another in areas
Specific action areas and concrete measures

such as preventing student withdrawals.

• The departments are encouraged to work with ‘Supplemental Instruction’ (SI) mentors to support students who are not used to academic study (students meet in voluntary groups led by an experienced student who has already taken the course – the mentor).

• Begin an inventory of how we live up to accessibility requirements at the faculty. The first step will be a survey of teaching rooms with regard to disabilities such as visual and hearing impairment.

• Identify policy documents and notify if there are aspects missing.

• Include perspectives on equal opportunities in course evaluations.

• All teaching staff are to respect the students’ List of rights.

3. RECRUITMENT AND PROMOTION

"Assessments based on competence are to form the basis of recruitment and promotion, and entail strategic personnel planning with active gender equality targets."

Goal: Widening participation and gender equality in the recruitment of students and research students

Active measures shall be taken to recruit upper secondary school students from non-academic backgrounds and of both sexes to the faculty’s courses and programmes. This also applies to recruitment to research studies. The measures are to be particularly aimed at departments and the equivalent with a gender imbalance among students and research students.

2016 measures

• The faculty is to invest in a number of initiatives targeted at primary and secondary schools to widen participation and achieve gender balance in student recruitment. Among activities to be involved are the NMT days, the Vattenhallen Science Centre, LUNE and the student ambassadors. All of these activities are aimed at raising interest in science as early as possible. The earlier pupils take an interest in science, the likelier it is that they will choose a science programme in upper secondary school. This is our major opportunity for widening participation in our student base. Diversity and equality is to be taken into account in all projects.

• The departments are encouraged to increase the proportion of female research students in fields where
Specific action areas and concrete measures

the proportion of female doctoral students is less than 20%. In accordance with a decision at the faculty (referred to in the 2012 plan of activities and resource allocation), a department that recruits a female doctoral student funded with direct government funding receives further funding for a research student, on the condition that this funding is also allocated to a female student.

- Advertisements for vacancies are to state gender equality explicitly and that the under-represented gender is to be encouraged to apply.
- Collaborate with the Academic Appointments Board and other appointment committees on equality intervals and reasonability assessments.

**Goal: More women in senior academic posts**

A large number of the science environments in academia are male-dominated workplaces. Particular initiatives are to be taken within the work on gender equality to improve the gender balance and the situation for women at the faculty.

**2016 measures**

- For every promoted professor who is female, the faculty has a targeted framework grant in its distribution model corresponding to the full salary costs. The measure creates incentives for the department management to encourage and enable the women in the department (academic staff, especially senior lecturers) to gain qualifications in order to apply for promotion.
- Hold discussions on other possible measures besides the above.
- Seek fundings for projects on career planning.

**Goal: More men in administration**

Achieve a better balance between men and women with management roles. The faculty is to work actively to achieve and maintain an even gender balance in all decision-making bodies and in leadership positions.

**2016 measures**

- An inventory is to be made of the current situation at all the departments of the faculty. In conjunction with the inventory, proposals for change are to be collected.
- Advertisements for vacancies are to state gender equality explicitly and that the under-represented gender is to be encouraged to apply.
Specific action areas and concrete measures

4. LEADERSHIP

“All levels work actively to achieve an even gender distribution in all decision-making bodies and in all leading positions.”

Goal: Both women and men with management roles
Achieve a better balance between men and women with management roles. The faculty is to work actively to achieve and maintain an even gender balance in all decision-making bodies and in leadership positions.

2016 measures
• The faculty is to encourage nominating committees and colleagues to identify female employees with the potential to take on management roles and ask them about their interest in such positions.
• Those responsible for staff appraisals are urged to discuss career and role development during the appraisal.

5. PAY RATES AND TERMS OF EMPLOYMENT

”Equal pay and terms of employment is to predominate.”

Goal: Staff appraisals and career planning
All employees are to be offered the opportunity for career planning and support in building networks. This is particularly important for young female doctoral students and researchers.

2016 measures
• Structured staff appraisals, in which career planning is a compulsory topic of discussion, are to be held with all employees.
• Special measures are to be taken for women employed as researchers or senior lecturers in the form of release of resources such as time for professional development activities in work hours.
• For posts of associate senior lecturer, a review is to be conducted after half the contracted period of employment. The individual employee is to have a discussion with his or her line manager, the head of department and the dean. This ensures the quality of career development activities for the remainder of the period.
Specific action areas and concrete measures

**Goal: Objective salaries**
Salaries at the faculty are to be set on objective grounds and follow the university’s pay policy programme. Non-objective salaries that are identified are to be rectified.

**2016 measures**
- A mapping of salaries is to take place after each salary review and unjustified differences are to be rectified.
- Offer all employees a salary appraisal.
- Inform doctoral students about the principles of salary.

**Goal: Facilitate parenthood and employment/study**
The faculty is to work to make it easier to combine work and parenthood and study and parenthood. Parenthood must not form an obstacle to continual professional development. Consideration is to be given to parenthood in the setting of working hours.

**2016 measures**
- The faculty’s policy is that meetings should not start before 8:30 or finish later than 16:30. Neither should compulsory course components or components that are essential for a pass on a course, or examinations be tim-
- To act on the LU policy on extension of fixed-term positions in which parental leave and caring for a sick child affect the duration of the employment.
Specific action areas and concrete measures

6. GENDER PERSPECTIVES AND INTERSECTIONAL PERSPECTIVES*

"Gender perspectives and gender awareness in teaching and learning will have a prominent place in the qualifying training in higher education teaching and learning."

Goal: Intersectional perspectives and gender perspectives in teaching
The faculty’s committee on gender equality is to monitor that intersectional and gender perspectives are integrated into teaching and education.

2016 measures
• Within the faculty, we pursue work and discussion of models for gender certification.
• Hold a number of open lectures with the aim of improving levels of awareness and raising interest.
• Report the proportions of male/female external lecturers for each department.
• Inform all employees at the faculty about this action plan by providing: 1) written information to all new employees sent out with the decision on appointment, in Swedish or English. 2) information on the faculty website with links from the department websites, in Swedish and English.
• Make good use of the resource bank on the faculty website for gender equality and equal opportunities.
• Continue to offer the course Gender in Science and Technology (MNXA02) and spread information about the course.
• Make good use of the libraries’ knowledge on gender perspectives in literature.
• Create contacts and build networks between all staff categories.

*) Intersectional perspectives mean observing the interrelationship between different power structures. Different grounds of discrimination interact with each other rather than being added to each other.

For example, the position in Swedish society of an academically qualified woman born in Sweden is very different from that of an immigrant woman with no education.

The starting point for action on equality should be gender, but not only gender.
Who is responsible and where can I turn?

DIVISION OF RESPONSIBILITIES
University
The University is responsible for ensuring a study and work environment without discrimination, harassment or victimisation. The Vice-Chancellor is generally responsible for ensuring that laws and regulations are observed at all levels and that targeted work is pursued. Deans/faculty chairs, heads of departments and other managers are responsible for the actual implementation.

Faculty of Science
The Faculty Board approves the plan for gender equality, equal treatment. The dean acts as head of operations for work on the issues.

Departments at the Faculty of Science
Heads of department, and where applicable heads of division, are heads of operations at departmental level for the planning and implementation of measures decided. The heads of department are responsible for ensuring that their department has a set structure for work on gender equality and equal treatment, and that the department has a gender equality and equal treatment plan that is evaluated and updated annually.

The head of department is responsible for ensuring that the department management group is provided the opportunity for professional development in gender equality and equal treatment issues.

Students and staff
The faculty's aim is for the plan to influence and encourage staff and students to contribute to creating a work and study environment where everyone is treated equally. We are all responsible for ensuring that we and our colleagues feel comfortable at work.

CONTACT INFORMATION
You are welcome to contact the people below with questions on gender equality, equal treatment and diversity issues.

If you feel that you have been subjected to discrimination, victimisation or harassment you are entitled to advice, support and guidance without having to file a formal complaint. It is up to you to determine what kind of support you need and from whom. Contact details of individuals, units and organisations that can help are available on the next page.
Who is responsible and where can I turn?

**FACULTY OF SCIENCE**

**Head of operations**
Olov Sterner, 046-222 82 13, olov.sterner@science.lu.se

**Contact person and expert**
Ragnhild Möller, 046-222 94 58, ragnhild.moller@science.lu.se

**Heads of department and directors**
www.science.lu.se/contact

**Academic advisors**
www.science.lu.se/contact

**HUMAN RESOURCES**

**Contact person**
Lena Lindell, 046-222 32 05, lena.lindell@pers.lu.se

**STUDENT HEALTH COUNSELLING**
46-222 43 77 (Mon–Wed and Fri 13–14.30)
www.lunduniversity.lu.se/current-students/health-care/student-health-counselling

**LGBTQ STUDENTS**
projekt6.se/en/aktiviteter/hbtq-studenterna

**LGBTQ NETWORK FOR EMPLOYEES**
hbtq.blogg.lu.se

**STUDENT CHAPLAINS IN LUND**
lundsdomkyrka.se/larande-motesplatser/studentprasterna

**FACULTY OF SCIENCE STUDENTS’ UNION (LUNA)**
046-222 03 18, www.lundsnaturvetarkar.se

**STUDENT REPRESENTATIVE AT LUND UNIVERSITY STUDENTS’ UNION**
070-456 66 13, studentombud@lus.lu.se
www.studentombudet.se/en

**OCCUPATIONAL HEALTH SERVICE**
046-222 32 80 (Mon-Fri 8–15, closed for lunch 12–13)
Who is responsible and where can I turn?

**DOCTORAL STUDENT REPRESENTATIVE (DOMB)**
www.ldk.lu.se/domb

**SCIENCE DOCTORAL STUDENT COUNCIL (NDR)**
www.ldk.lu.se/ndr

**LUND UNIVERSITY DOCTORAL STUDENTS’ UNION (LDK)**
www.ldk.lu.se

**WORK ENVIRONMENT, ENVIRONMENT AND SECURITY**
Jenny Sjöberg, 046-222 70 26, jenny.sjoberg@bygg.lu.se

**STUDENT AFFAIRS**
Daniel Huledal, 046-222 70 58, daniel.huledal@stu.lu.se

**SWEDISH ASSOCIATION OF UNIVERSITY TEACHERS (SULF)**
www.sulf.se/In-English

**STAFF ORGANISATIONS**
www.staff.lu.se/employment/terms-of-employment/employee-organisations
Some definitions

**Discrimination**, that someone is being treated less favourably than someone else on the basis of one of the seven prohibited grounds of discrimination.

Discrimination can be *direct* and mean that someone is disadvantaged by being treated less favourably than someone else is treated in a comparable situation. Discrimination can also be *indirect* and mean that someone is disadvantaged by the application of a provision or a procedure that appears neutral. *Structural discrimination* means that certain rules or norms that occur in organisations or in other social structures systematically discriminate against certain groups of people.

**Victimisation**, recurrent reprehensible or distinctly negative actions which are directed against individual employees and can result in those employees being excluded from the workplace, e.g. bullying. Victimisation is addressed by the Swedish Work Environment Authority (AFS 1993:17). Employees exposed to victimisation are entitled to quick assistance and advice, for which the employer shall have established procedures.

**Harassment**, conduct that violates a person’s dignity and is prohibited if it is associated with one of the grounds of discrimination. Harassment means that an individual feels offended, threatened, victimised or badly treated.

Harassment includes sexual harassment which involves unwelcome behaviour of a sexual nature, such as touching, groping, jokes, proposals, glances, jargon or images. Unlike victimisation, harassment can be limited to a single event.

If your employer or someone representing your employer exposes you to harassment, this is legally regarded as discrimination. This is also the case if your employer instructs someone else to harass you. In such cases, you can report your employer to your staff organisation or the Equality Ombudsman (DO).

**Gender equality** means that men and women have the same opportunities, rights and obligations in all areas of life.

**Equality** means that all people have the same opportunities, rights and obligations in all areas of life.

**Equal treatment** (equal opportunities) means promoting equal rights for students and applicants and combating discrimination.

**Equal opportunities** means that all people are to have equal chances to perform to the best of their ability without discrimination on any of the grounds listed in the Discrimination Act.
Further reading

**SUMMARY REPORT (SOU 2015:86)**

**EQUALITY OMBUDSMAN (DO)**
www.do.se/other-languages/english-engelska

**E-UTBILDNING STUDENTERS RÄTT I HÖGSKOLAN**
e-utbildning.do.se/hogskolan (in Swedish)

**NORDIC GENDER EQUALITY INDICATORS**

**NATIONAL CENTRE FOR SUPPLEMENTAL INSTRUCTION (SI)**
www.si-mentor.lth.se/english

**HUMAN RIGHTS IN SWEDEN**

**JÄMSTÄLLD KOMMUNIKATION**
www.regionvarmland.se/schyst (in Swedish)

**LGBTQ GLOSSARY**
www.rfsl.se/en/lgbtq-facts/lgbtq/glossary

**LIST OF RIGHTS**
www.staff.lu.se/research-and-education/education-support/student-rights

This action plan was approved by the Faculty Board after processing in the Gender equality and equal opportunities committee and a presentation by Ragnhild Möller.

On behalf of the Faculty Board,
Lund, 16 December 2015

Olov Sterner
Dean

Ragnhild Möller
Coordinator och expert