

**Equal opportunity plan
for employees and students
at IGP**

**Department for immunology, genetics and
pathology**

2014 – 2016

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Introduction

At Uppsala University all employees and students shall be treated with respect and be given the opportunity to work and study on equal terms regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation, age or social background. Equal opportunities are a quality issue for the organization and a justice issue for the individual.

The point of departure for this action plan is the Higher Education Act (SFS 1992:1434), Discrimination Act (SFS 2008:567), Ordinance (2001:526) Regarding the Responsibility of Governmental Authorities for Implementing the Disability Policy and Uppsala University's Equal Opportunities Programme.

Uppsala University's Equal Opportunities Programme states the targets and strategies which apply for the work on equal opportunities and who is responsible for respective supports of the systematic work on equal opportunities.

This action plan for the period 2014-2016 states the decided standing assignments, targets, measures and the division of responsibilities. The action plan also states how the work shall be followed up. The action plan is adopted by the Vice Chancellor of the University.

Discrimination Act

- The Discrimination Act covers seven grounds of discrimination – sex, transgender identity or expression ethnicity, religion or other belief, disability, sexual orientation and age.
- The requirements of the Discrimination Act for employers and education providers vary between the different grounds of discrimination:
- For three grounds of discrimination (sex, ethnicity and religion or other belief) there are requirements for preventative work for employees.
- For the ground of discrimination sex there is requirement for a 3 year action plan for employees.
- For five grounds of discrimination (sex, sexual orientation, ethnicity, religion or other belief and disability) there are requirements for 1 year action plans for students.

Action plans in the area of equal opportunity

See the Flow chart of Uppsala University's goals and regulation documents for equal opportunities work in appendix 1.

Action plan for equal opportunities

At the pan-university level a three-year Action plan for equal opportunities is adopted which includes the requirements of the Discrimination Act for action plan for equality. At the disciplinary domain/faculty level and departmental level/equivalent with at least 25 employees, either an action plan for equal opportunities or a gender equality plan shall be prepared. These action plans shall contain targets which can be followed-up and instructions for temporal concrete measures in which those in charge are specified. The action plans shall be published on each website.

The action plan at the disciplinary domain/faculty level shall be based on the pan-university action plan. The action plans of departments/equivalent shall be based on both the action plan of the disciplinary domain/faculty and on the pan-university action plan.

Action plan for equal treatment of students

At the pan-university level a one-year action plan for equal treatment of students is adopted in accordance with Chapter 3, § 16 of the Discrimination Act. Each domain/faculty board shall also annually prepare an action plan for equal treatment of students. This shall have concrete information on how the University's shared intentions for equal treatment of students shall be implemented within the disciplinary domain/faculty. The starting point should therefore be the pan-university Action plan for equal treatment of students. The respective faculty's Action plan for equal treatment of students shall be published on the respective website.

Follow-up

The officer in charge of implementation of assignments and measures in the pan-university action plan must submit reports within the framework of regular follow-up of activities. This applies to measures at both pan-university, disciplinary domain/faculty, and the department level/equivalent.

Based on the reports, annually the Human Resources Division compiles how the assignments and measures of the previous year have been carried out.

In accordance with its commission, the Council for Equal Opportunities shall analyse the annual follow-up of the University's work on equal opportunities and report to the Vice Chancellor in a manner that all grounds of discrimination are highlighted.

Standing assignments

Equal opportunity work shall be integrated into all activities at Uppsala University. This means that the work shall primarily consist of continuous efforts in the daily work. The assignments are generally formulated. How the assignments are carried out shall be stated in the annual follow-up.

Standing assignments which cover the entire University

Work and study conditions

- All managers in charge within all activities shall actively work towards ensuring that the work environment/study environment is free from discrimination, offensive behaviour and harassment. All employees, including doctoral students and students shall be informed about the meaning of the concepts harassment and sexual harassment, and where the University's information material "On the prohibition of and measures against discrimination. Information for students"¹ is available.

¹ "About prohibition of and measures against discrimination. Information for students and employees" can be downloaded as a PDF from the Employee portal <https://mp.uu.se/web/info/anstallning/likavillkor/program-plan-riktlinjer>.

- All managers in charge within all activities shall work towards highlighting heteronormativity in the work and study environment and actively counteract its consequences.
- All those who are active shall be given the opportunity to combine studies, research and other work at the University with parenthood. The guidelines are stipulated in “Uppsala University's parental policy.”
- Individual adaptation and accessibility measures for people with disabilities regarding premises, furniture and fittings and equipment shall be taken in accordance with specific decisions.
- Issues concerning the work environment and equal opportunities shall be highlighted in connection with performance reviews.
- Aspects concerning equal opportunities shall be integrated when updating provisions, guidelines, action plans and programmes.

Information

- Students shall routinely be informed about the support that can be offered to students with disabilities.
- Students shall routinely be informed about the activities at the Language Workshop and Reading studio.
- The information of the University shall be designed so that people with disabilities can communicate with Uppsala University

Leadership positions, investigative and decision-making bodies

- Uppsala University must achieve gender balance in all positions which entail responsibility for managing operations and/or staff and in investigative and decision-making bodies. Both men and women shall be nominated to an equal degree for assignments within the University and in bodies in which the University is represented. When only one individual is to be nominated for a board, one man and one woman shall be suggested. Departure from these nominating regulations shall be justified in writing.
- In collegial elections via an assembly of electors, where the ultimate decision is to be made by a superior instance, the assembly of electors must be charged with nominating at least one candidate of each sex.

Pay and competence development

- All managers in charge within all activities shall actively work towards ensuring that all staff categories continuously benefit from competence development.
- Salaries at Uppsala University must be gender-neutral. Salary differentials shall be objectively warranted.

Recruitment

- Advertisement shall be done in such a way as to attract a broad spectrum of applicants. Vacant positions shall be described in gender-neutral terms and potential applicants of the under-represented sex shall be actively sought.

- Each body at the University that submits proposals for employment, for example, recruitment groups, shall provide a written account of how the gender equality aspect² has been considered; otherwise the officer making the employment decision must refer the matter back to the body. This account must consist of a review of the deliberation made in the context.

Standing assignments which specifically cover the disciplinary domains, faculties and departments

Work and study conditions

- The Faculty Boards shall decide on measures that result in that each student in educations that result in interaction with patients/clients/equivalent, shall acquire greater awareness of people's different living conditions in terms of sexual orientation, transgender identity or transgender expression. Examples of such educations are law, teaching, psychology and theology, social studies, courses within behavioural science and all programmes within medicine and pharmaceuticals.
- Students at Uppsala University shall, as far as possible, be offered teaching by lecturers/supervisors of different sex. This relates to entire education programmes and subject studies of at least 30 credits.
- Teaching and examination forms shall be adapted and made available for students with disabilities.

Information

- Each department/equivalent shall clearly state on its website who at the department/equivalent students with disabilities can contact for support in the study situation.
- Each department/equivalent shall translate its information material related to recruitment, work conditions and harassment to English.

Gender Equality officers and working groups

- Each department/equivalent shall appoint a Gender Equality Officer and working group. Both employees and students shall be represented in the working groups. The domain/faculty boards/equivalent are recommended to, in an equivalent manner, establish special bodies for investigating gender equality cases.

Recruitment

- One member shall specifically be responsible for monitoring equal opportunities issues in each recruitment group/equivalent within the University.
- For appointments with expert proceedings, in which an assessment is obtained from two or more people, men and women shall be equally represented as far as possible. Departure from this shall be justified in writing.

² See Medarbetarportalen: <https://mp.uu.se/web/info/anstallning/lika-villkor/rekrytering>

Targets for the period 2014-2016

Below are the prioritized targets for equal opportunities work for the 2014-2016 period. These are formulated based on the University's Equal Opportunities Programme.

By the end of the period, the following targets must have been reached:

- Mapping of how the work on equal opportunities is managed at the disciplinary domain, faculty and department level is conducted.
- Prerequisites for systematic and active work for increasing diversity among the University's employees have been created.
- The LGBTQ perspective shall have been highlighted.
- Efforts to reduce absence due to illness among female doctoral students have been implemented at Uppsala University.
- The consequences of introducing tuition fees for students from non-EU countries have been mapped from an equal opportunities perspective.
- The social study environment of students has been examined from an equal opportunities perspective.
- Specific efforts for improving accessibility for students have been introduced.
- The recruitment groups of the University have undergone the training "Rekrytering på lika villkor" (Recruitment on equal terms).
- Measures for developing competence for the ground of discrimination Age have been implemented.
- Measures for increasing awareness of normativity in the work and study environment have been implemented.
- Measures against unequal opportunities for academic and/or administrative career have been implemented.
- Measures against processes which entail unequal opportunities for applying for and receiving resources have been implemented.

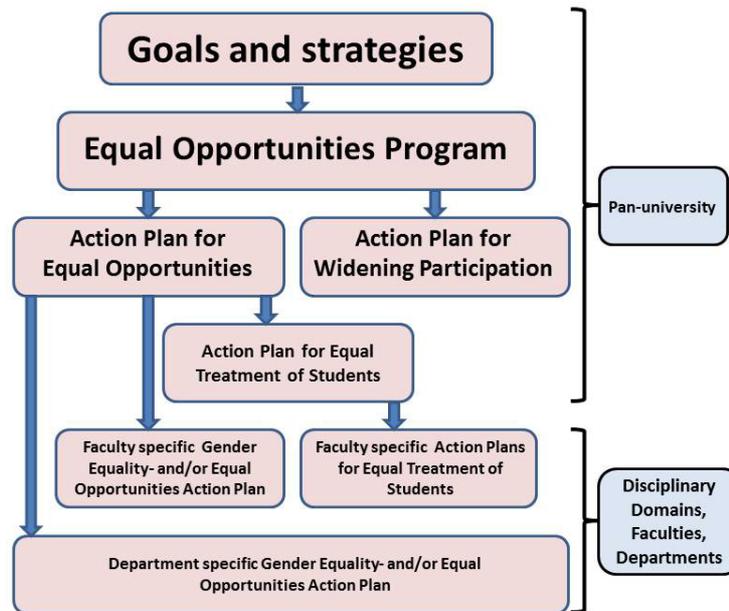


Figure 1. Flow chart of Uppsala University's goals and regulation document for equal opportunities work

Faculty plan for employees

Standing assignments for the Disciplinary Domain Medicine and Pharmacy.

Equal opportunity work should be integrated in all activities in the Disciplinary Domain. This means that the work should mainly consist of standing assignments in different parts of the organisation. The assignments are formulated in a common way in order to allow for wide applications.

- Follow changes in the number of men and women that are registered at the various basic and advanced level education programmes in the Disciplinary Domain.
- The Disciplinary Domain shall act for that students at all levels meet both men and women as teachers.
- The Disciplinary Domain shall act for that no student is discriminated because of gender, or is subject to sexual harassment or other offensive or insulting behaviour from friends, teachers or other staff.
- The Disciplinary Domain should continuously review student's results in relation to gender in the different education programmes and analyse the reasons for potential differences, e.g. differences in how many men and women complete their education, and graduate at a stipulated time.
- The Disciplinary Domain shall aim for an equal gender distribution in postgraduate level education and should therefore act to offer the underrepresented sex precedence when qualifications are considered otherwise equivalent.
- The Disciplinary Domain shall act to recruit men and women to all position within the Disciplinary Domain, in order to obtain an equal gender balance in the work place. This also applies when adjunct positions are appointed.
- In preparation for advertising professorships, members of the recruitment group shall actively look for and recommend women to apply for the position.
- The departments should have a strategy that includes specific actions to support young researchers and, when needed, provide particular measures to support young researchers of the underrepresented sex.
- The Disciplinary Domain shall work for that no employee is subject to sexual harassment or other offensive or insulting behaviour at the workplace.
- An equal representation should be aimed for in all boards and committees, also in different personnel categories.

Interim targets

Below prioritised interim targets for the equal opportunity work at the Disciplinary Domain in the period 2014-2016 are listed. These complement the standing assignments indicated above.

At the end of the period the following targets should be reached:

- A review of how the equal opportunity work is conducted the department level should be completed.

- The survey of social aspects of the study environment, planned centrally by the University, shall be monitored.
- Recruitment groups at the Disciplinary Domain should have participated in the education “Recruitment on equal terms”.
- A review on how the new teacher promotion regulations affect the opportunities for an equivalent academic career within the Disciplinary Domain should be completed.
- Measures to highlight processes that imply unequal conditions for requesting and obtaining resources should be completed.
- Measures for competence development among equal opportunity committee members should be completed.
- Measures to increase the awareness of normativity in work and study environments should be completed.
- A review on the use of gender pedagogics in the education programmes of the Disciplinary Domain should be completed.
- Measures to increase the knowledge about gender issues among teachers in the Disciplinary Domain should be completed.

Measures

2014

- Prepare a questionnaire for surveying how equal opportunity work is performed at the department level.
Responsible: Equal opportunity committee
- Inform the recruitment groups at the Disciplinary Domain about the course “Recruitment on equal terms”.
Responsible: Deans and Equal opportunity committee
- Hold a seminar about gender and resource allocation.
Responsible: Equal opportunity committee
- Record the competence and need for development of the newly elected committee, prepare relevant study material and check the possibilities for committee members to participate in the course “Recruitment on equal terms”.
Responsible: Equal opportunity committee
- Surveil the work that is done by reviewers of gender issue at the Medical Faculty.
Responsible: Equal opportunity committee

2015

- Circulate the questionnaire for surveying how equal opportunity work is performed at the department level, and follow up with a group meeting.
Responsible: Heads of Department and Equal opportunity committee
- Surveil and, if needed, influence the questions in the survey of social aspects of the study environment in an equal opportunity perspective that is planned by the University.
Responsible: Deans and Equal opportunity committee

- Collect material to evaluate the results of the new regulations for promotion of teachers.
Responsible: Equal opportunity committee
- Perform group studies about the grounds for discrimination in the Equal opportunity committee.
Responsible: Equal opportunity committee
- Organise a seminar with the aim to increase the awareness about normativity in work and study environments, preferably in collaboration with the Unit for Quality Enhancement and Academic Teaching and Learning.
Responsible: Equal opportunity committee

2016

- A summary of the results from the survey of how equal opportunity work is performed at the department level is circulated at the departments.
Responsible: Equal opportunity committee
- Follow up that recruitment groups at the Disciplinary Domain have attended the course “Recruitment on equal terms”.
Responsible: Deans and Equal opportunity committee
- Perform an evaluation of the new regulations for promotion of teachers and analyse the results.
Responsible: Equal opportunity committee
- Perform group studies about the grounds for discrimination in the Equal opportunity committee.
Responsible: Equal opportunity committee
- Organise a seminar with the aim to increase the knowledge about gender issues among teachers at the Disciplinary Domain, preferably in collaboration with the Unit for Quality Enhancement and Academic Teaching and Learning.
Responsible: Equal opportunity committee

Equal opportunity work at IGP

The Equal Opportunity Group has around eight members from different parts of IGP and we meet three to six times each semester. The group is led by the Gender Equality Officer. We discuss equal opportunity questions that concern IGP and our work here. The members of the Equal Opportunity Group have different background and employments, with the aim that we shall be able to discuss and highlight relevant issues that concern the work in different groups of staff.

We have previously mainly focused on gender equality but present work at the central administration aims to include also other groups i.e. equal opportunities regarding age, religion, disabilities etc. in accordance with the discrimination legislation. This is also reflected in the work of the Equal Opportunity Group where the focus during 2015-2016 has shifted to include all forms of discrimination.

Once each year the group writes an Equal Opportunity Plan where we for instance analyse what has been done and what will be done in the area. During the latest year we have arranged several lectures and courses on equal opportunities for all personnel. The focus during 2016 was a questionnaire given to all employees to shed light on the current situation at IGP with regard to the grounds for discrimination.

Review equal opportunity work at IGP during 2013-2016

- Look into GLIS statistics available for IGP, in particular for those areas where there are gender differences (see plan for 2012).
Measure: With increased access we have been able to compare numbers between several years and between different departments.

For the area parental leave, we assess that IGP numbers coincide with general trends in society.

For sick leaves IGP has low numbers and no large trends can be found when we look further into it. However, it is important that staff members in the future report when they are ill, and do not use e.g. flextime instead of reporting illness. Thereby we will be able to detect and provide measures in case of illness, and get correct statistical numbers.

For the category Employees – employment conditions, which includes full-time/part-time positions, we have observed an increased gender imbalance in the years 2008-2012. The reason for this has to be further analysed.

We have also noticed a gender imbalance for students registered at IGP. This also has to be further looked in to during the coming years, to see if the trend continues and investigate the reason for this.

In addition, we have further investigated the reasons behind unequal salaries for men and women in the groups administrative and laboratory staff. Salaries for these groups have been documented and adjusted during 2013-2014. A summary of this will be presented during 2014.

GLIS statistics (2008-2012) was presented at a Department Board meeting in 2013.

- Look into the information handed over to new employees at IGP
Measure: This has been looked into during 2014 and new information about equal opportunities as been written and distributed

- Look into the information handed over to students about equal opportunity work at IGP
Measure: The work has been initiated and will be continued in 2015.
- Arrange a course for work team leaders and others interested in 2013, on the theme “Gender-based violation – sexual harassment”.
Measure: A course was arranged during 2013, which was appreciated by the participants.
- Arrange a lecture on the theme “Master suppression techniques and counter strategies”, speaker Anneli Häyrén Weinestål, Uppsala University.
Measure: A lecture for all IGP staff was arranged during 2013.
- Seminar series, three occasions à one hour, where norms, discrimination and the Discrimination Act were discussed. Seminar leader Anna Stendin, Discrimination Offices, Uppsala University.
Measure: The seminar series was arranged in the spring of 2014 and everyone at IGP was invited. The seminars and the equal opportunity work at IGP were evaluated by the participants.
- Look into which templates for individual developmental conference are available at IGP for different groups.
Measure: The latest template from the University has been posted on the IGP web.
- Make a questionnaire for all employees at IGP to provide insight into which areas to primarily focus on in the equal opportunities efforts at the department.
Measure: The questionnaire was constructed during 2015 and was sent out in the spring of 2016. In total, 2020 employees responded, with all major categories of employees represented. The results were summarized during the fall of 2016, and will be an important tool for the continued efforts at the department. The continued analysis of the results and a summary of the results in an official report will be done during 2017.

IGP goals 2014-2016 – employees

The following goals are based on the central Equal Opportunity Plan, the faculty’s plan and from the survey that was performed among IGP staff in the spring of 2014, after the seminar series Equal Opportunities.

Work environment

- All managers in charge within all activities shall work towards highlighting heteronormativity in the work and study environment and actively counteract its consequences.
Responsible: Equal Opportunity Group and Head of Department
- The disciplinary domains shall work towards that no employee is subject to sexual harassment or other disparaging or violating treatments at his/her workplace.
Responsible: Equal Opportunity Group and Head of Department.
- What does the environment look like at IGP; art, paintings etc?
Responsible: Equal Opportunity Group, campus manager.
- Which holidays are “celebrated” at IGP? Are other religions and traditions represented? Is there any information about these?
Responsible: Equal Opportunity Group and Head of Department

- Follow-up on statistics on parental leave, unequal gender balance among students, unequal gender balance regarding full-time and part-time positions.
Responsible: Equal Opportunity Group

Work environment/information

Work and study conditions

- All heads, in all areas, should actively work for a work/study environment that is free from discrimination, offensive behaviour and harassment. All employees, including doctoral students, and students shall be informed about the meaning of the concepts harassment and sexual harassment, and where the University's information material "*On the prohibition of and measures against discrimination. Information for students*" is available.
Responsible: Equal Opportunity Group and Head of Department.
- At the time of the individual performance review, questions about work environment and equal opportunity should be highlighted.
Responsible: Equal Opportunity Group and Head of Department.
- An equal representation should be aimed for in committees and boards of the disciplinary domain, and also in different categories of staff.
Responsible: Equal Opportunity Group and Head of Department.

Employment

- All those who are active shall be given the opportunity to combine studies, research and other work at the University with parenthood. The guidelines are stipulated in "Uppsala University's parental policy."
Responsible: Head of Department and Equal Opportunity Group.
- The departments should have a strategy with defined measures for supporting young researchers, and, when needed, take specific actions to support young researchers of the under-represented sex at the department.
Responsible: Head of Department and Equal Opportunity Group.
- Follow-up on salary revisions.
Responsible: Equal Opportunity Group.

Disabilities

- Individual adaptation and accessibility measures for people with disabilities regarding premises, furniture and fittings and equipment shall be taken in accordance with specific decisions.
Responsible: Equal Opportunity Group, campus manager, Head of Undergraduate Education.
- University information shall be designed so that people with disabilities are able to communicate with Uppsala University and search for information on the same conditions as any other student, employee or visitor.
Responsible: Equal Opportunity Group, campus manager, web site manager at IGP

Documents

- When regulations, guidelines action plans and programmes are updated aspects of equal opportunity should be taken into consideration.
Responsible: Equal Opportunity Group and Head of Department.
- Recruitment templates
Responsible: Equal Opportunity Group and Head of Department.

Information

- Reach out with the work in the Equal Opportunity Group.
Responsible: Equal Opportunity Group.
- Arrange seminars twice each year. Topics: preferably for both students and staff, islamophobia and racism as themes.
Responsible: Equal Opportunity Group.
- Encourage group leaders to be more active at attending courses and equal opportunity information. Produce an activity plan?
Responsible: Equal Opportunity Group, Head of Department.
- The IGP web can be improved in both English and Swedish. Up-date the web with current information, be more visible, explain what we do
Responsible: Equal Opportunity Group, IGP web site manager.
- How are new employees being introduced?
Responsible: Equal Opportunity Group, campus manager.
- How can the LGBTQ perspective be introduced at IGP?
Responsible: Equal Opportunity Group, Head of Undergraduate Education.
- Information for students.
Responsible: Equal Opportunity Group, Head of undergraduate education.

Accessibility

- Hands-on: signs on toilets, availability of documents, information, e.g. cafeteria menus also in English.
Responsible: Equal Opportunity Group, campus manager.

Documentation

- When does discrimination occur? Normality? Measures? Language, atmosphere, communication? Who are included in information about seminar etc.?
Responsible: Equal Opportunity Group.

IGP goals – students

Work environment

- All faculty and department boards, and managers in charge should actively work towards ensuring that the work environment/study environment is free from discrimination, offensive behaviour and harassment. All employees, including doctoral students, and students shall be informed about the meaning of the concepts harassment and sexual

harassment, and where the University's information material "*On the prohibition of and measures against discrimination. Information for students*" is available.

Responsible: Equal Opportunity Group and Head of Undergraduate Education.

- All boards of the disciplinary domains, faculties and departments, and managers in charge should act to make heteronormativity visible in work and student environments, and actively counteract its consequences.

Responsible: Equal Opportunity Group and Head of undergraduate education.

- Students at Uppsala University shall, as far as possible, be offered teaching by lecturers/supervisors of different sex. This relates to entire education programmes and subject studies of at least 30 credits.

Responsible: Equal Opportunity Group, Head of Department and Head of Undergraduate Education.

Work environment/information

- Each department/equivalent shall appoint a Gender Equality Officer and working group. Both employees and students shall be represented in the working groups. The domain/faculty boards/equivalent are recommended to, in an equivalent manner, establish special bodies for investigating gender equality cases.

Responsible: Equal Opportunity Group

Information etc

- To reach students with information about the work in the equal opportunity group

Responsible: Equal Opportunity Group

- Students should routinely be informed about the Language Workshop and the Reading Studio.

Responsible: Equal Opportunity Group and Head of Undergraduate Education.

- University information should be presented such as that people with disabilities are able to communicate with Uppsala University and search for information on the same conditions as any other student, employee or visitor.

Responsible: Equal Opportunity Group and Head of Undergraduate Education.

- Each department/equivalent shall translate their own information material concerning recruitments, work conditions and harassment, to English.

Responsible: Equal Opportunity Group and communications officer.

- Teaching and examinations forms shall be adapted and made available for students with disabilities.

Responsible: Equal Opportunity Group and Head of undergraduate education.

- Individual adaptation and accessibility measures for people with disabilities regarding premises, furniture and fittings and equipment shall be taken in accordance with specific decisions.

Responsible: Equal Opportunity Group and Head of Undergraduate Education.

- Each department/equivalent shall clearly state on its website who at the department/equivalent students with disabilities can contact for support in the study situation.

Responsible: Equal Opportunity Group and Head of Undergraduate Education.

Study welfare

- All those who are active shall be given the opportunity to combine studies, research and other work at the University with parenthood. The guidelines are stipulated in “Uppsala University's parental policy.”

Responsible: Equal Opportunity Group, Head of Department.

Documents

- When regulations, guidelines action plans and programmes are updated aspects of equal opportunity should be taken into consideration.

Responsible: Equal Opportunity Group and Head of Department.