

# Action Plan for Equal Opportunities and Gender Equality 2022

## Contents

Introduction .....	4
Equal opportunities and gender equality organisation at LiU.....	4
Horizon Europe and Gender Equality Plan.....	5
Action plan.....	6
Working conditions (Active measures) .....	6
Integration of equal opportunities perspectives in relevant processes .....	6
Provisions and practice regarding salaries and other conditions of employment (Active measures) .....	7
Integration of equal opportunities perspectives in relevant processes .....	7
Recruitment and promotion (Active measures).....	9
Integration of equal opportunities perspectives in relevant processes .....	9
Education and other skills development (Active measures).....	10
Integration of equal opportunities perspectives in relevant processes .....	10
Combine employment with parenthood (Active measures) .....	11
Integration of equal opportunities perspectives in relevant processes .....	11
Active measures for education providers.....	12
Development of allocation of responsibility, and documentation forms for active measures for education providers.....	12
Promote an even gender distribution.....	13
Identify and analyse prioritised areas for the work of promoting an even gender distribution .....	13
Salary survey .....	14
Develop procedures and systems for an annual salary survey .....	14
Counteract and prevent harassment, sexual harassment and victimisation.....	15
Clarify responsibilities, handling of and procedures for the management and investigation of discrimination, harassment, sexual harassment, retaliation and victimisation .....	15
Develop central support for handling of student cases relating to discrimination, harassment, sexual harassment, lack of accessibility, retaliation and victimisation .....	16
Gender mainstreaming .....	18
Continue the work of integrating gender equality perspectives into regular processes .	18
Diversified recruitment of students.....	19
Clarify organisation, governance and follow-up of the work in diversified recruitment .	19
Communication .....	19

Develop communication related to equal opportunities and gender equality work at LiU .....	19
Training.....	21
Equal opportunities and gender equality training .....	21
Study the need for training and further education initiatives in equal opportunities and gender equality.....	21
Reporting and analysis of statistics, broken down by gender, for co-workers and students .....	23
Forms for gender-disaggregated statistics.....	23

## Introduction

At LiU we safeguard the equal value, equal rights and equal opportunities of everyone. Work in equal opportunities and gender equality is a quality factor that concerns everybody, both when it comes to the work and study environment, and the quality of the education and research. We aim for a study and work environment where we make use of the resources that students and co-workers with different backgrounds, life situations and skill sets bring to the university. LiU is to be free from discrimination, harassment, sexual harassment and victimisation.

Work in equal opportunities and gender equality is goal-oriented, and comprises all regular operations and education processes at LiU. The overarching strategy is that equal opportunities and gender equality are perspectives that are to be integrated into day-to-day work, in parallel with work that focusses specifically on identified development areas.

The Action Plan for Equal Opportunities and Gender Equality is a document comprising the legal and targetted assignments that apply to LiU in the realm of equal opportunities and gender equality. The legally required assignments originate in the Discrimination Act (2008:567), the Work Environment Act (1977:1160), the Swedish Work Environment Authority's Statute Book (2015:4), the Higher Education Ordinance (1993:100) and the Parental Leave Act (1995:584). The university's target-based assignments come from appropriation directions (goals for equality integration), the Plan of Operations and the 2022 budget, as well as the European Commission and Horizon Europe.

### **Equal opportunities and gender equality organisation at LiU**

The vice-chancellor has the overall strategic responsibility for the equal opportunities and gender equality work at LiU, and decides on an annual action plan for this work. The central organisation is further constituted by an equal opportunities and gender equality group that includes the deputy vice-chancellor, HR director, director of study administration, equal opportunities coordinator and student representative. The equal opportunities and gender equality group is responsible for coordination of the equal opportunities and gender equality work at LiU. The group's areas of responsibility include preparing documentation, spreading information and developing central support such as education programmes and follow-up.

Further, departments (or similar organisations) and faculties have responsibility for actively working with equal opportunities and gender equality in their operations. This work is to be planned, documented and followed up in annual action plans for equal opportunities and gender equality. The heads of department (or similar) and heads of faculty office are responsible for this work.

Since 2005, LiU has had gender lectureships at each faculty, the holders of which are to work to integrate gender and equality perspectives into the contents and forms of the education. In 2021, a new decision was made to update and broaden the gender lectureships' assignments, so they are more in line with developments

that have taken place in the area in the past few years. (See also ref. no. LiU 2021–03991 *Beslut om Uppdragsbeskrivning för Lika villkorslektor vid LiU*). The change also means that the name of the role will change to equal opportunities lectureship. At the Faculty of Science and Engineering and the Faculty of Educational Sciences the positions are filled, while at the Faculty of Arts and Sciences and the Faculty of Medicine and Health Sciences, recruitment continues.

The student unions at LiU play an important role in the work with equal opportunities and gender equality, e.g. in the education of work environment reps and mentors, and with the dialogue with the sections. Also, students are represented at various levels in the organisation where issues of equal opportunities and gender equality are discussed.

The Forum for Gender Studies and Equality (Forum) is a competence centre founded at LiU in 1985, and an internal strategic resource in the field of gender and equality.

## Horizon Europe and Gender Equality Plan

Gender equality is a prioritised area in the EU programme Horizon Europe. In order to apply for Horizon Europe, from 1 January 2022 the organisation must present a Gender Equality Plan (GEP) showing how work with gender equality is implemented and organised. This requirement can be met with existing action plans or other strategic documents such as inclusion strategies.

Horizon Europe has four process-related requirements for the gender equality plans of applicant organisations:

1. **Public document.** The GEP must be signed by the top management and be accessible via the organisation's website. The action plan must present clear areas of development, targets and activities.
2. **Resources** The organisation must show how it has allocated resources and specific competencies for the work and the implementation of the action plan. LiU: organisation for equal opportunities and gender equality is described briefly above in the action plan, see also *Beslut om organisation för lika villkorsarbetet* (ref. no. LiU 2020–01727).
3. **Data collection of gender-disaggregated statistics.** The organisation is to be able to present annual gender-disaggregated statistics for staff and students. Annual statistics and analysis are presented in LiU's annual report.
4. **Education:** the organisation must be able to present how it works with training in gender equality for managers at various levels, and other co-workers. Components on equal opportunities are included in LiU's management training and in courses given at Didacticum. See also the assignment section *Education* in the action plan below.

## Action plan

The action plan is structured by assignment in the equal opportunities and gender equality area, prioritised development areas, measures, and responsibility and timetable for implementation.

## Working conditions (Active measures)

This assignment is found in the action plans for equal opportunities and gender equality at departments (or similar) and faculties where the responsibility lies with the head of department (or similar) and the head of faculty office.

Working conditions refers to: physical work environment, social working conditions and organisational working conditions.

Active work to counteract discrimination and to promote equal rights and opportunities, independently of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Active measures means investigating if there is a risk of discrimination or other obstacles to individuals' equal rights and opportunities, analysing reasons for any discovered risks or obstacles, taking preventive and promotional measures, and following up and evaluating the work.

## Integration of equal opportunities perspectives in relevant processes

Title	Description	Responsible	End date
Measure 1	Compile and analyse the operations' development areas, and identify any LiU-wide risks of discrimination or obstacles to equal rights or opportunities.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-04-04
Measure 2	Develop background material for operations' work in active measures.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-09-30

## Provisions and practice regarding salaries and other conditions of employment (Active measures)

This assignment is found in the action plans for equal opportunities and gender equality at departments (or similar) and faculties where the responsibility lies with the head of department (or similar), the head of faculty office or the salary-setting manager.

Active work to counteract discrimination and to promote equal rights and opportunities, independently of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Active measures means investigating if there is a risk of discrimination or other obstacles to individuals' equal rights and opportunities, analysing reasons for any discovered risks or obstacles, taking preventive and promotional measures, and following up and evaluating the work.

### Integration of equal opportunities perspectives in relevant processes

<b>Title</b>	<b>Description</b>	<b>Responsible</b>	<b>End date</b>
Measure 1	Compile and analyse the operations' development areas, and identify any LiU-wide risks of discrimination or obstacles to equal rights or opportunities.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-04-04
Measure 2	Develop background material for operations' work in active measures.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-09-30

Measure 3	In conjunction with the salary survey, analyse obstacles to equal rights and opportunities for all grounds for discrimination in provisions and practice regarding salaries and conditions of employment.	Coordinator for equal opportunities, the Negotiation Office and the Equal Opportunities and Equality Group.	2022-06-30
-----------	---	---	------------



## Recruitment and promotion (Active measures)

This assignment is found in the action plans for equal opportunities and gender equality at departments (or similar) and faculties where the responsibility lies with the head of department (or similar) and the head of faculty office in collaboration with academic appointments boards.

Active work to counteract discrimination and to promote equal rights and opportunities, independently of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Active measures means investigating if there is a risk of discrimination or other obstacles to individuals' equal rights and opportunities, analysing reasons for any discovered risks or obstacles, taking preventive and promotional measures, and following up and evaluating the work.

### Integration of equal opportunities perspectives in relevant processes

<b>Title</b>	<b>Description</b>	<b>Responsible</b>	<b>End date</b>
Measure 1	Compile and analyse the operations' development areas, and identify any LiU-wide risks of discrimination or obstacles to equal rights or opportunities.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-04-04
Measure 2	Develop background material for operations' work with active measures.	Coordinator for equal opportunities and the Equal Opportunities and Equality Group	2022-09-30
Measure 3	Collaborate with ongoing vice-chancellor assignments on gender equality, career pathways and qualification.	Coordinator for equal opportunities, and the Equal Opportunities and Equality Group	2024-12-31

## Education and other skills development (Active measures)

This assignment is found in the action plans for equal opportunities and gender equality at departments (or similar) and faculties where the responsibility lies with the head of department (or similar) and the head of faculty office.

Active work to counteract discrimination and to promote equal rights and opportunities, independently of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Active measures means investigating if there is a risk of discrimination or other obstacles to individuals' equal rights and opportunities, analysing reasons for any discovered risks or obstacles, taking preventive and promotional measures, and following up and evaluating the work.

### Integration of equal opportunities perspectives in relevant processes

<b>Title</b>	<b>Description</b>	<b>Responsible</b>	<b>End date</b>
Measure 1	Compile and analyse the operations' development areas, and identify any LiU-wide risks of discrimination or obstacles to equal rights or opportunities.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-04-04
Measure 2	Develop background material for operations' work with active measures.	Coordinator for equal opportunities, and the Equal Opportunities and Equality Group	2022-09-30

## Combine employment with parenthood (Active measures)

This assignment is found in the action plans for equal opportunities and gender equality at departments (or similar) and faculties where the responsibility lies with the head of department (or similar) and the head of faculty office.

Active work to counteract discrimination and to promote equal rights and opportunities, independently of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Active measures means investigating if there is a risk of discrimination or other obstacles to individuals' equal rights and opportunities, analysing reasons for any discovered risks or obstacles, taking preventive and promotional measures, and following up and evaluating the work.

### Integration of equal opportunities perspectives in relevant processes

<b>Title</b>	<b>Description</b>	<b>Responsible</b>	<b>End date</b>
Measure 1	Compile and analyse the operations' development areas, and identify any LiU-wide risks of discrimination or obstacles to equal rights or opportunities.	Coordinator for equal opportunities and the Equal Opportunities and Equality Group	2022-04-04
Measure 2	Develop background material for operations' work with active measures.	Coordinator for equal opportunities, and the Equal Opportunities and Equality Group	2022-09-30

## Active measures for education providers

Active work to counteract discrimination and to promote equal rights and opportunities, independently of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Active measures means investigating if there is a risk of discrimination or other obstacles to individuals' equal rights and opportunities, analysing reasons for any discovered risks or obstacles, taking preventive and promotional measures, and following up and evaluating the work.

The work is to be carried out for the fields of admissions and recruitment, examinations and assessments, forms of instruction and organisation of education, study environment, parenthood and studies.

In 2022, the assignment will be focussed on clarifying responsibilities and routines for active measures for education providers, and on developing documentation forms for the work.

### Development of allocation of responsibility, and documentation forms for active measures for education providers

Title	Description	Responsible	End date
Measure 1	Anchor the proposal for allocation of responsibilities for the active measures work.	Director of study administration, coordinator for equal opportunities in collaboration with the Equal Opportunities and Gender Equality Group, plus representatives from faculties and departments.	2022-06-30
Measure 2	Create a structure for documentation in Hypergene, develop background material, and conduct training for those in roles of responsibility.	Coordinator for equal opportunities, and the Equal Opportunities and Equality Group	2022-09-30

## Promote an even gender distribution

This assignment is found in the action plans for equal opportunities and gender equality at departments (or similar) and faculties where the responsibility lies with the head of department (or similar) and the head of faculty office.

According to The Discrimination Act, employers, by way of training, further education or other measures, are to promote an even gender distribution in various types of work, in different employee categories and in leading positions. This work is one of the active measures, and is to be documented and followed up.

### Identify and analyse prioritised areas for the work of promoting an even gender distribution

Title	Description	Responsible	End date
Measure 1	Compile and analyse the operations' development areas, and identify any LiU-wide risks of discrimination or obstacles to equal rights or opportunities.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-04-04
Measure 3	Take advantage of opportunities to collaborate with vice-chancellor assignments on gender equality, career pathways and qualification.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2024-12-31

## Salary survey

A salary survey with the aim of discovering unwarranted salary differences between men and women is to be carried out annually by the employer. The salary survey process is coordinated by LiU's central HR department, but every department or equivalent can contribute to this work by analysing discovered salary differences, and by possibly taking action to rectify unwarranted salary differences.

### Develop procedures and systems for an annual salary survey

<b>Title</b>	<b>Description</b>	<b>Responsible</b>	<b>End date</b>
Measure 1	Carry out salary survey at central level.	Coordinator for Equal opportunities, the Negotiation Office and the Payroll Office	2022-06-30
Measure 2	Take part in planning for transition to BESTA codes, and support observance of equal opportunities perspectives.	Coordinator for equal opportunities in collaboration with the Negotiation Office and the Payroll Office	2022-12-31

## Counteract and prevent harassment, sexual harassment and victimisation

This assignment is found in the action plans for equal opportunities and gender equality at departments (or similar) and faculties where the overarching responsibility lies with the head of department (or similar) and the heads of faculty office, as well as other managers with work environment responsibility.

The preventive work that the employer must do, in order to counteract harassment, sexual harassment and victimisation, as per The Discrimination Act and the Swedish Work Environment Authority's provision on organisational and social work environment.

### **Clarify responsibilities, handling of and procedures for the management and investigation of discrimination, harassment, sexual harassment, retaliation and victimisation**

<b>Title</b>	<b>Description</b>	<b>Responsible</b>	<b>End date</b>
Measure 1	Update information (webpages, info folders) about handling of cases of harassment, sexual harassment and victimisation.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group Group, in collaboration with communications officer and the Negotiation Office	2022-03-31
Measure 2	Develop information and background material regarding handling, investigation and procedures for cases of harassment, sexual harassment and victimisation.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group Group, in collaboration with communications officer and the Negotiation Office	2022-03-31

Measure 3	Manage results from the prevalence study into sexual harassment in academia. Continue participation in national collaboration programme for gender-based vulnerability and sexual harassment in academia.	Equal Opportunities and Gender Equality Group	2022-12-31
-----------	---	---	------------

**Develop central support for handling of student cases relating to discrimination, harassment, sexual harassment, lack of accessibility, retaliation and victimisation**

<b>Title</b>	<b>Description</b>	<b>Responsible</b>	<b>End date</b>
Measure 1	Develop support for programme managers to deal with difficult student cases.	Director of study administration and the Equal Opportunities and Gender Equality Group	2022-06-30
Measure 2	Update information (webpages, info folders) about handling of cases of harassment, sexual harassment and victimisation.	Coordinator for Equal opportunities in collaboration with communications officer and Student Division	2022-03-31
Measure 3	Develop information material and review background material regarding handling and procedures for cases of harassment, sexual harassment and victimisation.	Coordinator for Equal opportunities and the Equal Opportunities and Gender Equality Group, in collaboration with communications officer, Negotiation Office and Student Division.	2022-03-31



Measure 4	Manage results from the prevalence study into sexual harassment in academia. Continue participation in national collaboration programme for gender-based vulnerability and sexual harassment in academia.	Equal Opportunities and Gender Equality Group	2022-12-31
-----------	---	---	------------

## Gender mainstreaming

As per the university's appropriation directions for budget year 2021, work with gender mainstreaming is to continue, with the aim of helping achieve the gender equality policy goals (skr. 2016/17:10), e.g. relating to equal opportunities to career pathways, gender-based study selection and study completion. Every university and university college must continue to follow its own plan with development requirements, targets and activities that it intends to implement, and describe how gender equality will be integrated and be part of its regular operations, e.g. in its governance processes. It is advantageous if the work of gender mainstreaming is integrated with other work.

### Continue the work of integrating gender equality perspectives into regular processes

Title	Description	Responsible	End date
Measure 1	Participate in the development and follow-up of the gender equality perspective in quality assurance.	Deputy vice-chancellor and coordinator for equal opportunities	2023-12-31
Measure 2	Monitor and review gender equality perspectives in operations support such as HR processes, and review guidelines and governance documents.	Coordinator for equal opportunities in collaboration with HR director and HR division.	2022-12-31
Measure 3	Collaborate with vice-chancellor assignment on gender equality, career pathways and qualification.	Equal Opportunities and Gender Equality Group	2024-12-31

## Diversified recruitment of students

As per the Higher Education Act, higher education institutions are to actively promote diversified recruitment to their education programmes. In addition to grounds for discrimination such as gender, ethnicity, functional impairment, sexual orientation, gender identity and expression, religion and other belief and age, the work is also to include socioeconomic background.

### Clarify organisation, governance and follow-up of the work in diversified recruitment

Title	Description	Responsible	End date
Measure 1	Review and decide on the organisation and governance of the work to diversify recruitment.	Project manager for LiU's self-evaluation of diversified recruitment in collaboration with the Equal Opportunities and Gender Equality Group	2022-06-30

## Communication

### Develop communication related to equal opportunities and gender equality work at LiU

Title	Description	Responsible	End date
Measure 1	Develop the intranet pages for equal opportunities and gender equality (staff, students, possibly the management portal).	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group, in collaboration with communications officer	2022-12-31

Measure 2	Monitor and spread relevant news in the field of equal opportunities and gender equality for the higher education sector.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group, in collaboration with communications officer	2022-12-31
-----------	---	---	------------

## Training

### Equal opportunities and gender equality training

Title	Description	Responsible	End date
Measure 1	Provide training and work continually to improve and develop training for managers, faculty programme directors, co-workers, students and student union workers in the fields of equal opportunities and gender equality. Examples of such training: leadership programme, programmes for faculty programme directors, further education for teachers at Didacticum, student union training and training for the students' work environment representative.	Study administrative coordinator for equal opportunities	2021-12-07

### Study the need for training and further education initiatives in equal opportunities and gender equality

Title	Description	Responsible	End date
-------	-------------	-------------	----------

Measure 2	Monitor the need and demand for further education for various groups and roles that are responsible for equal opportunities and gender mainstreaming work, e.g. academic appointments boards, managers, course managers, HR partners etc. This measure will place particular focus on Horizon Europe Gender Equality Plan and the demand for training in gender equality.	Coordinator for equal opportunities and the Equal Opportunities and Gender Equality Group	2022-09-30
-----------	---	---	------------

## Reporting and analysis of statistics, broken down by gender, for co-workers and students

Continual data collection and making visible quantitative gender differences in various job categories, senior management assignments and educational choices for staff and students. The work is followed up annually at university, faculty and departmental levels.

### Forms for gender-disaggregated statistics

Review how current forms for gender-disaggregated statistics such as annual reports can be used as information for the operations' work with equal opportunities and gender equality

Title	Description	Responsible	End date
Measure 1	Review LiU's gender-disaggregated statistics and the possibilities of using statistics as tools and information for the operations' work with equal opportunities and gender equality The measures will particularly observe Horizon Europe Gender Equality Plan and its requirement for gender-disaggregated statistics and indicators.	Coordinator for equal opportunities in collaboration with the Negotiation Office and the Payroll Office	2021-12-07