

LAB University of Applied Sciences

EQUALITY AND NON-DISCRIMINATION PLAN

Valid from 1 November 2020 to 31 December 2022

**Discussed in the LUT University Human Resources Committee on 10 September 2020
Approved 23 October 2020 Rector Juha-Matti Saksä**

**Discussed in the LAB University of Applied Sciences Cooperation Committee
on 8 September 2020
Approved on 26 October 2020 Rector Turo Kilpeläinen**

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LUT University and the LAB University of Applied Sciences compose the high-level, curious and dynamic university group LUT Universities. LUT is an international science university that conducts strong academic research and provides higher education based on that research. LAB provides education driven by the needs of the working world and carries out applied research, development and innovation activities and artistic activities.

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1. Introduction and terminology

This plan combines the LUT Group's human resources policy equality plan and non-discrimination plan. It is appropriate to combine the equality plan and non-discrimination plan, because both apply to the prevention of discrimination and the development of an equal work community.

The LUT Group's personnel consists of the employees of LUT University and LAB University of Applied Sciences.

Promoting equality is in everyone's interest. Equal treatment improves the work atmosphere, trust and motivation. Performance and commitment to work will improve.

Equality means non-discrimination on the basis of gender or being non-binary, gender experience or gender expression. Equality refers to equality between women, men and other genders or people who do not define themselves by gender.

Whereas the Act on Equality between Women and Men (609/1986, hereinafter Equality Act) refers to the concept of equality, in particular, from the perspective of gender/non-binary equality, the Non-discrimination Act expands the concept of equality.

Non-discrimination refers to a person not encountering discrimination on the basis on their personal characteristics or due to belong to a certain group. Under the Non-Discrimination Act (1325/2014, section 8), no person may be discriminated against on the basis of age, origin, nationality, language, religion, belief, opinion, political activities, trade union activities, family relationships, health, disability, sexual orientation or for other reasons related to the person.

The realisation of effective equality may require taking into account the special needs of a disadvantaged population group. This may involve affirmative action and reasonable accommodation for persons with disabilities. Affirmative action means that representatives of the gender in the minority can in some cases to given priority.

LUT's strategic policy is to treat all members of our higher education community equally. The UN's Universal Declaration of Human Rights serves as the basic principle for the operation of the Group's campuses.

2. Objective of the plan

The Equality and Non-Discrimination Plan supports the development of the LUT Group into a work community where all members of the community are treated with respect. Our community does not accept inappropriate treatment, discrimination or harassment. Equal treatment is actualised in interactive situations and in personnel management, recruitment, working conditions, salaries, and career development. The plan aims in a goal-oriented manner to attain the commitment of all LUT Group personnel to promoting equality and non-discrimination.

The plan was prepared in collaboration with shop stewards and the HR units at LUT and LAB. The following parties were involved in the work

- JUKO, professors: Shop steward Heikki Handroos
- JUKO, associate professors, post-doctoral researchers and university teachers: Shop steward Mika Lohtander

- JUKO, junior researchers: Shop steward Sakari Penttilä
- JUKO, other staff groups: Chief shop steward Erkki Veijalainen
- Trade Union PRO: Chief shop steward Antti Kähkönen
- Trade Union PRO: Shop steward Katja Jeulonen
- JHL: Chief shop steward Eija Lehtinen
- OAJ: Chief shop steward Taina Heininen-Reimi
- OAJ: Shop steward Juha Peter
- Elected employee representative Sari Niemi
- Human Resources Director Pirkko Partanen
- HR Service Manager Anu Honkanen
- HR Development Manager Salme Arola
- HR Specialist Maarit Turja-Ilo

2.1. Communications

In terms of achieving objectives, it is important that the personnel are aware of the Equality Plan. The plan will be discussed by the Human Resources Committee and the Cooperation Committee. The Equality and Non-Discrimination Plan will be discussed by the Management Group and units, and in joint forums and training programmes. The plan can be read in the universities' intranets.

Monitoring of the Group's plan

The principles of equality and non-discrimination are implemented in everyday work and are part of supervisory work, community interaction and activities in accordance with values. The implementation of these principles will be assessed by means of personnel reporting, with the help of existing feedback systems (Vibometrics Employee Experience, occupational well-being surveys), with separate surveys and interviews as well as during regular development discussions.

3. An equal LUT Group

3.1. Attitudes

The LUT Group is an equal working community that respects and values people. Equality is based on our values and attitudes. Attitudes may sometimes be unconscious. Therefore, the foundation for the development of equality is awareness of attitudes, as this can reduce discriminatory behaviour. Directors and supervisors play an important role in the implementation and development of equality. In addition to this, each of us can examine our attitudes and modify them to participate in developing the LUT Group into a more equal and communal workplace.

Proactive influence

- The Equality and Non-Discrimination Plan will also be discussed in the Management Group and units will be obligated to process it for their part.
- Equality and non-discrimination will be part of supervisor training.
- Investments will be made in the development measures needed on the basis of the results of the gender equality and non-discrimination questions in the job satisfaction survey.
- Guidelines will be provided to prevent discrimination based on gender identity or gender expression.
- Gendered expressions and illustrations will be avoided in Group communications.

- A gender perspective will be incorporated in the contents of teaching and research to the extent possible in the education and research areas of LUT Group. The gender dimension will be taken into account in other measures, such as school cooperation, measures and events aimed at increasing the number of female students in the field of technology, and support for female students in the transition to equal employment and career advancement.

3.2. Recruitment

According to the Equality Act (section 6), the employer must act in a way that motivates both women and men and in the spirit of current legislation non-binary persons to apply for open positions. If possible, the requirements for positions must be as just as suitable for both men and women. The Non-Discrimination Act will be applied in recruitment and in the terms and conditions of employment.

LUT has undertaken to implement the European Commission's HR Strategy for Researchers (HRS4R) to develop the role and career of researchers. One aspect of the process is commitment to an equal and non-discriminatory recruitment policy (Open, Transparent and Merit-based Recruitment Policy, OTM-R). LUT received a quality label in 2013, and it was renewed in 2019.

Proactive influence

- The most qualified person, regardless of gender, will be selected for a position and the grounds for the selection will be given.
- The selection criteria for recruitment advertisements will be recorded as equal and gendered terms will not be used.
- Steps will be taken to ensure that pregnancy, childbirth or other gender-related factors will not lead to discrimination in recruitment or fixed-term employment relationships.
- The selection of employees will be carried out in an age-neutral manner, age will have no impact on the selection, or its impact will be positive based on accumulated experience.
- The LUT Group is prepared to make reasonable adjustments to ensure that a person with disabilities has the same possibilities to work as other personnel.

3.3. Placement in varying positions and career plans

According to the Equality Act (section 6), the employer must promote the equal placement of women and men in different positions and create equal opportunities for them in education and career advancement at all levels of the organisation.

According to the Working Life Barometer (MEE 2018), women and men in Finland have reasonably equal opportunities to participate in joint development. Women reported that they had developed operating practices and processes slightly more often than men (66% of men and 72% of women), whereas men had developed products or services more often than women (39% of men and 32% of women). The opportunities for employees to participate in the development of workplace activities have improved notably and fairly consistently over the past decade. There are very few differences in participation opportunities for men and women.

Strategic choices made by LUT University and LAB University of Applied Sciences and the needs for personnel development are taken into account in personnel training. Career advancement can refer to the possibility of work rotation in different positions, in different organisations and development of competence in one's current position as well as development in supervisory tasks. The equal placement of men and women in different positions at different levels is taken into account

in the organisation of work and career advancement. The realisation of equality is also taken into consideration for supervisory and management positions.

In terms of management and leadership positions, attention is paid to gender equality, and partly in which LUT University and LAB University of Applied Sciences have already succeeded. Women are well represented in the management committees of LUT and LAB. Women make up 63% of the management teams of both higher education institutions. Correspondingly, the proportion of female members on the boards of both higher education institutions is 22%. In the new LUT University Board starting in 2022, the proportion of women will rise by 45%.

Proactive influence

- Women and men will be ensured equal opportunities for placement in different positions and equal opportunities for career advancement and transition to more demanding positions.
- Steps will be taken to ensure that personnel can monitor their field, maintain professional competence and education by participating in personnel training or external training.
- During development discussions, the personnel member's wishes will be reviewed, and they will be encouraged to advance in their career, their development needs will be reviewed, and personal development plans will be drawn up.
- Supervisors ensure that the use of family leaves does not negatively affect the employee's career progress.

3.4. Working conditions

According to the Equality Act (section 6), working conditions must be developed so they are suitable for both women and men. The Occupational Safety and Health Act imposes an obligation on employers to ensure healthy and safe working conditions and working environment. The employer must pay particular attention to personnel groups whose occupational safety requires measures that are more demanding than generally. Working conditions and working environments must be altered in a manner to make them suitable for both women and men.

Proactive influence

- The occupational safety and health organisation and occupational health care will develop working conditions in a way that will ensure that both women and men have equal opportunities to be placed in all tasks and positions.
- Differences between the genders will be taken into account in security arrangements and special attention will be given to occupational safety and the threat of violence.
- Steps will be taken to ensure the suitability of tools, work clothes, workspaces, break rooms and dressing rooms for women, men and genderqueer persons.
- Inappropriate treatment, bullying and harassment will be addressed. Observed cases will be processed according to the "Guidelines for addressing harassment".

3.5. Reconciling work and family life

According to the Equality Act (section 6), the employer must facilitate the reconciliation of working life and family life by taking work arrangements into consideration. Family leaves is an option for both men and women according to the employee's own choice. Different work arrangements and substitute arrangements ensure that absences due to family leave will not overburden the personnel at work.

Proactive influence

- Different life situations (parents of young children, those who help care for their own or their spouse's older parents) will be taken into account when working time arrangements are made.
- If necessary, special induction training and further training will be arranged for persons returning from family leave or other long-term leave of absence or holiday.
- Personnel will be informed about family leave. A supervisor's positive attitude will affect the use of leave, and affirmative action for men encourages them to take family leave.
- The reconciliation of work and family life will be facilitated with flexible working hours, the use of balance leave, the possibility of remote work, part-time work or unpaid leave.
- Employees will be ensured access to information on key issues in the workplace also during family or other leave.
- The integration of spouses of international personnel members will be promoted.

3.6. Prevention of discrimination and prohibition of discrimination

According to the Equality Act (section 6), the employer must prevent discrimination based on gender identity or gender expression in a purposeful and systematic manner. Discrimination is prohibited regardless of whether it is based on a fact or presumption concerning a person themselves or someone else.

The LUT Group does not accept discrimination, harassment or bullying. The employer has an obligation to intervene in the matter, for example, under their right to direct. Responsibility is transferred to the employer when the harassed person has brought the matter to the employer's attention. The Guidelines for addressing harassment document provides more detailed instructions for the investigation and handling of harassment.

Although it is difficult to directly implement gender dimension in research and teaching in the LUT Group's fields of education, other measures are being taken to support the prevention of discrimination. Through close cooperation with schools, the organisation of events in the field of technology for girls of secondary school age and the organisation of events for women combining work and technology, the aim is to increase the number of female students, particularly in the field of technology, to promote and support the quantitative and qualitative equality of women in their transition to employment and career progression.

Proactive influence

- The LUT Group does not accept any type of discrimination.
- Supervisors and personnel will be provided information on the early support model and how it works.
- Everyone has the right and obligation to intervene in any inappropriate treatment, bullying, harassment and discrimination they observe. Observed cases will be processed according to the "Guidelines for addressing harassment".
- Training will be organised on the prevention of discrimination

3.7. Consideration of equality in decision-making

According to the Equality Act (section 8), discrimination is prohibited in working life and this includes all situations that arise in working life from recruitment to termination of employment. The weightings

and impacts of changes to the organisation and to tasks, the use of fixed-term or part-time employment relationships, lay-offs, redundancies and employee benefits must be considered from the perspective of different employee groups before making decisions.

Equal opportunities for participation and influence in preparation and decision-making must be ensured for women and men at all levels of the organisation. The selection criterion when setting up different work, project and steering groups will be to obtain an adequate level of expertise for the group. As far as possible, both men and women are appointed to the groups. In addition, when setting up the groups, the aim is to include sufficiently extensive representation from each personnel group and sector.

Proactive influence

- Personnel will be encouraged to engage in cooperation and express their opinions.
- Essential changes concerning the personnel will be prepared in cooperation with the personnel in accordance with the principles of the cooperation agreement.
- Compliance with recruitment principles.

3.8. Pay and other terms of employment

According to the Equality Act (section 6), the employer must promote equality between women and men in their terms of employment, especially in pay. This principle means that the employer must pay a job-specific salary of the same level to female and male workers they employ for the same work or work of equal value. When work is of equal value, this means that the job requirements, competence, workload and working conditions are essentially equal. The requirement of equal pay applies separately to all the components that constitute a salary, meaning that e.g. the grounds for personal bonuses must not be discriminatory against the other gender.

Pay systems will be developed in a manner that promotes equality; pay will be determined on the basis of the job's level of demand, personal competence and the results achieved at the work. When assessing the level of demand of work, the employee's characteristics, such as gender, age or family relationships, must not affect the assessment.

Proactive influence

- A pay evaluation system will be developed.
- Steps will be taken to ensure that the criteria for pay and the use of criteria are equal for all personnel, regardless of gender, age or other comparable factors. The university's YPJ requirement maps and assessment criteria are openly available in LUT's intranet.
- The personnel's pay and pay trends will be monitored by gender.
- The possible reasons for any differences in wages and salaries received by women and men for the same work or work of equal value will be examined and, if necessary, corrected.

4. Measures for the development of equality in the LUT Group

Goal	Action	Responsibility of	Schedule
Equal treatment of personnel and intervening in faults.	Each unit will appoint gender equality and harassment contact persons who form the Group's gender equality working group.	HR	November-December 2020

Monitoring of the equality and non-discrimination situation	The results of well-being surveys and, if necessary, a separate gender equality survey will be used in monitoring.	HR Management Services Human Resources Committee Cooperation Committee	the halfway point of the planning period, 2021
Gender does not affect recruitment.	A trial will be run for anonymous recruitment (non-academic jobs)	HR	2021
Recruitment groups will be aware of equality and non-discrimination issues.	A checklist of equality and non-discrimination measures will be drawn up for recruitment groups. Affirmative action will be noted.	HR	November-December 2020
Pay equality will be improved.	The factors behind pay differences will be reviewed and, if necessary, unjustified pay differences will be corrected. The development of pay will be monitored gender-specifically each year with the help of pay statistics.	HR	Annually

5. An equal LUT Group

5.1. Age

People of different ages may be encounter discrimination based on age, and discrimination may affect any age group. Aging workers possess silent knowledge that they have acquired during their long work experience, which is both technical know-how and cognitive knowledge and understanding. Therefore, older workers should be seen as a significant resource, as the more extensive and creative use of work experience can produce added value for the entire organisation. On the other hand, the exuberance and new knowledge, skills and innovations of young people and recent graduates will enrich the work community. Taking care of young children and/or one's own or a spouse's elderly parents will pose challenges to workers at both ends of the personnel's age bracket. The challenge of life situation-based management is ensuring that different types of people have the opportunity to work in the work community. The age structure must be taken into account proactively in the planning of activities, and lifelong learning must be supported at all stages of a person's career.

Age may not be a decisive criterion when selecting employees, nor may age recommendations be published in advertisements for a vacancies. Age must not be an obstacle to a researcher's career. Age criteria should be avoided when selecting members of a research group, as they may constitute in particular discrimination of women whose career development may slow down due to maternity and childcare leaves.

Proactive influence

- All people, their strengths and development challenges will be appreciated and respected.
- The selection of employees will be carried out in an age-neutral manner; age will have no impact on the selection, or its impact will be positive based on accumulated experience. The resources provided by young people that will enrich the work community will also be kept in mind.
- Good manners as well as one's own competence and that of others will be appreciated.

5.2. Worldviews, beliefs and opinions

This entity includes a number of different value bases, which may also conflict with one another. Work is carried out at LUT Group in accordance with a mutually agreed value base. Every person's worldviews, beliefs and opinions will be respected.

Proactive influence

- People will be treated with openness and respect; communications will be open and respectful.
- Varying worldviews, beliefs and opinions will be respected.

5.3. Ethnic background, nationality and language

Internationalisation is an important focus of the LUT Group's operations. The students, teachers, researchers, RDI personnel, and other personnel on our campuses are increasingly diverse with regard to their background, nationality and language. Ethnic issues are highlighted when different people and groups encounter. Multiculturalism and multilingualism are a part of our community's day-to-day life. An effort is made to take the characteristics of each foreign worker's culture into account. For example, a prayer space has been set aside for Muslims in Lappeenranta.

For example, campus restaurants take into account special diets that are related to religious or other beliefs.

In addition to Finnish, the LUT Group also offers teaching in English. More and more materials and information related to studies and work are also offered in English. For example, LUT organises monthly orientation events also in English for new foreign employees, and the new employee's guide has been prepared in both Finnish and English. Finnish language courses are offered to foreign employed by the university and the university of applied sciences.

The equality of Finnish citizens (Finnish citizens with foreign backgrounds, as well as Finland's minorities, such as Sami speakers and the Roma) must also be taken into account.

Proactive influence

- Everyone is of equal value, regardless of their ethnic background, nationality, language or religion.
- No racism and ethnic discrimination are permitted.
- The personnel's intercultural interaction skills will be development.
- Different ways of thinking and operating are allowed and accepted.
- Information and guidance must be provided in plain language.

5.4. Diversity of gender

The perception that there are only two opposite genders excludes those who do not fit in the traditional moulds of a woman or a man. Everyone has the right to their own gender identity and to express their gender in the manner they wish - they can be very feminine, very masculine, non-binary or express characteristics of different genders.

Proactive influence

- Everyone will be treated equally and respectfully.
- No discrimination or distain for gender, gender identity or gender expression will be accepted, nor will sexual harassment based on gender.
- The number of gender neutral toilets on both campuses will be increased.

5.5. Sexual orientation

Everyone has the right to decide whether or not they want to tell others about their relationships and sexual orientation. No one will be defined on the basis of their sexual orientation. No one is obliged to share personal matters if these do not directly affect their work.

Proactive influence

- Every person's sexual orientation will be respected.
- No discrimination based on sexual orientation will be allowed.
- An accepting, open, and permitting atmosphere will be built consciously and methodically that will allow others to understand the situations and needs of LGBTQI people.

5.6. Disability and state of health

Disability refers to characteristic that is congenital or has been caused later by an illness or accident. A disabled person is not necessarily ill. For example, a person may have learning difficulties that manifest themselves as reading and writing difficulties. These difficulties are not necessarily due to illness or injury, but may be human characteristics. A person with a disability may have reduced mobility due to which they need aids to participate fully and act equally with others. A disabled person has the right to decide whether they want to request assistance or special arrangements.

The EU Web Accessibility Directive and the subsequent national legislation require that digital services be made accessible Websites and mobile applications should be implemented in a way that makes it possible for anyone to access them and understand what they say. All video and audio content stored in the online service (for example, a podcast) must be accessible as of 23 September 2020 (subtitles/audio description/expression that is clear as possible).

People may experience sight and hearing related difficulties or difficulties perceiving the environment. This will require attention to the design of lighting, colouring, contrasts and acoustics as well as material choices.

- No one is subjected to discrimination based on a disability or their state of health.
- Every person has the right to decide what they want to share on their state of health or disability.
- Campuses must be functional, safe and comfortable for all users.
- Accessible routes will be marked with clear signs.
- The quality and user experiences of digital services will also be developed by means of service design.

5.7. Equality between different personnel groups

Higher education institutions are multifaceted work communities in which the terms of employment specified in the collective agreements of different personnel groups are different and their opportunities to influence and participate in the work community vary. For example, a researcher is in a different position than a support service operator, and a scholarship researcher's situation differs from that of an employee. However, every person's work input is important for the operation of the whole. In order to achieve equality, it is therefore important to e.g. identify all persons involved in the research process and to value their work input equally.

LUT has two distinct personnel groups, teaching and research personnel and personnel working in support services. Teaching and research personnel mainly consist of personnel in at different stages of the researcher career model. Personnel who are in support service tasks work in the laboratories of academic units and in different units of University Services, which provide services not only to LUT University but also to the LAB University of Applied Sciences. These two personnel groups have different provisions in the collective agreement in areas such as the pay system, working hours and annual leave.

LAB has different positions available, such as teaching, RDI, laboratory and workshop personnel positions and supervisory and management positions. The work community also includes University Services at LUT University. There are also differences in the collective agreement, such as annual and total working hours, which have their own marginal conditions. Different collective agreements must not be an obstacle to the implementation of equality. There are also different hierarchies between and within personnel groups and work tasks that can affect a person's organisation experience.

Proactive influence

- Identification and acknowledgement of different hierarchies
- The competence and work input of all members of the work community are valued both in speech and actions.
- Take joy in shared successes, "we together". The use of the word personnel is favoured in communications. Division into different personnel groups (e.g. "teaching and RDI personnel") is only used when it is relevant to the matter.
- Ideation and the presentation of development proposals and making concrete improvements will be made possible for everyone.
- Attention is given to listening so that people are heard regardless of their knowledge and skills to express themselves or their personality (e.g. extrovert-introvert)

6. Measures for the development of equality in the LUT Group

Goal	Action	Responsibility of	Schedule
Aiming for more successes together.	Strategy policy: The participation and contribution of each member of our higher education community is important.	Management and supervisors. Personnel are responsible for participation.	Immediately - on-going
Strengthen team spirit.	Strategy policy: The significance and competence of	Management and supervisors. Personnel	Immediately - on-going

	every job as part of the whole will be clarified.	are responsible for participation.	
Promoting multiculturalism on campuses.	The activities of WE Campus Club will be supported to increase interaction in the higher education community. Strategy policy: The amount of leisure time activities offered on both campuses will be increased with a special focus on opportunities for participation by international community members.	HR, LTKY, KOE, LUT Researcher School, supervisors. Personnel are responsible for participation.	Immediately - on-going
Gender diversity to be taken into account.	The question concerning gender identity will be edited in all queries (male/female/other/I prefer not to say).	Management Services unit	Immediately - on-going

7. Evaluation and monitoring of implementation

This plan is the first Equality and Non-discrimination plan that covers the entire LUT Group. In addition to LUT University, the Group includes the Lahti University of Applied Sciences and Saimaa University of Applied Sciences, which merged into LAB University of Applied Sciences on 1 January 2020. For this reason, assessments on the implementation of previous plans are presented separately for each higher education institution, however in the future they will be presented in a uniform manner.

LUT University

The plan prepared by LUT University in 2016 did not contain a clear action plan. However, the presented principles of equality and non-discrimination have been put into practice in the following areas:

- an increase in language training for personnel, including Finnish for international personnel
- Investing in internal communication in English
- extensive renovation improved the accessibility of facilities

The principle of zero tolerance for harassment will still require more detailed instructions. As a university of technology, gender segregation still manifests itself at LUT as a smaller share of women also in management positions.

Lahti University of Applied Sciences

Key areas for development recorded in the Equality and Non-discrimination Plan prepared in 2019 are:

- identification of and intervention in discrimination
- assessment of the equality impacts of activities and practices
- Implementation of measures to promote equality and increase inclusion.

In the midst of LAMK's diverse changes, the plans could not be implemented in their entirety. For example, no separate equality training has been organised, but the equality and non-discrimination

plan has been included in the inductions. An increase in inclusion has been possible, and employees have been given the opportunity to participate in the planning of changes and to ask questions through different channels.

Special attention has been given to recruitment and recruitment guidelines. There is reason to be every more specific in the recruitment phase. For example, it is worth remembering that if there are two equally qualified applicants, the applicant that represents the gender that is less represented in the organisation must be chosen for the position.

LAMK has been able to make some improvements to its personnel's opportunities for career advancement. However, the changes have only become concrete in 2020, e.g. RDI activities. An effort has been made to take varying life situations into account, for example, by enabling part-time work and having a positive opinion of job alternation and study leave (statutory).

There were no cases of discrimination / no cases of discrimination have emerged. This is also supported by the GPTW 2018 results: Most respondents believe that LAMK has treated people equally regardless of age, ethnicity, gender and sexual orientation.

Personnel have been provided information on the model for early support, and it has been in use. The evaluation of pay has been developed at the same time as the transfer from Avainta to Sivista has been made. A common evaluation framework has been used to develop the evaluation criteria for the twice distributed allocations and to increase transparency.

Saimaa University of Applied Sciences

Measures highlighted in the plan drawn up by Saimaa University of Applied Sciences in 2017 included:

- Preparation of the age programme (promotion of work community skills, acceptance of differences and management of stress factors related to different ages with the necessary support and flexibility)
- Maintaining a zero tolerance for workplace harassment according to the current early support model.

The objectives have been promoted by offering opportunities for part-time work and for overlapping of work, for example by using flexible working hours. Application for leave is possible. Lectures have been held on work community skills, and the rules of the work community have been discussed in teams. Work atmosphere issues as well as harassment are still part of development discussions. The Occupational Safety and Health Committee has worked closely with occupational health care, and a representative of occupational health care has participated in all Occupational Safety and Health Committee meetings. The meetings have included for example discussion on topics such as absences due to illness, and the putting forward of proposals and planning of campaigns to promote wellbeing at work. Occupational safety and health representatives have encouraged personnel to address experiences of inappropriate treatment and harassment, and possible cases have been processed and documented in accordance with the early support process.

8. Background material of the plan

Acts guiding the Equality and Non-discrimination Plan:

[Act on Equality between Women and Men \(609/1986\)](#)

[Non-discrimination Act \(1325/2014\)](#)

Other sources:

[Tasa-arvo.fi](#)

[Yhdenvertaisuus.fi](#)