

Policy for equality and diversity and against abusive discrimination

1.1 Objectives

IHE's workplace must be a decent workplace. The time spent at work must also be experienced as pleasant and meaningful. Workplaces that are characterized by diversity, equal treatment and equality take advantage of people's competence and creativity and contribute to a better working environment. At IHE, equality must be seen as a fundamental right.

Well-being at the workplace is likely to increase if co-workers and the work group give each other positive support and help. It is therefore important that all types of discrimination, offensive prejudice and harassment in the workplace are opposed and eliminated. IHE has a zero-tolerance policy against discrimination, abusive treatment, and harassment.

The purpose of the policy is to counteract discrimination, offensive differential treatment and harassment. All employees have a shared responsibility to treat each other with mutual respect. Everyone must feel that their contribution to work is important and that they have a responsibility to contribute to good working conditions. Everyone must be treated based on the individual and their needs, never based on gender, ethnicity, age, religion, sexual orientation, etc. Equality and diversity imply that everyone has respect for each other's differences and qualifications and sees it as enriching for the activity.

The aim is for all employees to feel secure in their work environment. IHE must strive for everyone to have the same opportunities for influence and participation in working life, as well as to maintain an equal balance in the composition of the management. An important part of this is to counteract all forms of discrimination, offensive special treatment, and harassment regardless of the reason.

In the work with gender equality and equal treatment, a mapping and analysis is done every year to decide on goals and action plan for the next period and to ensure how well the work has progressed from the previous period's goals. These areas include:

- Working conditions
- Work and parenthood
- Recruitment (external and internal)
- Competence development and training
- Prevent and prevent sexual harassment
- Salary mapping

1.2 General principles

1.2.1 Values and ethics

IHE does not accept any form of discrimination, offensive differential treatment or harassment regarding the seven grounds of discrimination: The employee's gender, gender expression or identity, ethnicity, disability, sexual orientation, age, religion or other faith. This means that all employees must have the same rights and opportunities within IHE as well as obligations to follow current guidelines

1.2.2 Target group

IHE's policy against abusive discrimination applies to all the company's employees

1.2.3 Discrimination

Discrimination is any special treatment that directly or indirectly disadvantages or limits the individual's or group's manoeuvring room or options. IHE complies with the Discrimination Act, which means an obligation to take measures to promote equal rights and opportunities in the workplace.

1.2.4 Offensive discrimination or harassment

Offensive discrimination or harassment refers to recurring reprehensible, unwanted or negatively characterized behaviour that is directed at individual employees in an offensive manner and that can lead to their being excluded from the community. At IHE, offensive discrimination or treatment that is perceived as harassing is not accepted. All employees have a responsibility to ensure that the working environment is perceived as safe.

1.3 Responsibility

The managing director is responsible for ensuring that the policy against abusive discrimination is known among employees and that everyone understands its purpose. The managing director must also ensure that newly hired personnel are informed about the content of the policy.

The managing director is responsible for acting as early as possible if there is a suspicion that everything is not functioning correctly. This means investigating and clarifying and fixing any problems. It means having conversations about concrete problems and draw attention to unacceptable behaviour from any of the employees towards anyone else.

All actions taken must be documented, as initiation of an investigation. Conversations and the start of an investigation process must take place at the earliest possible stage

1.4 Actions

If someone becomes aware that an employee believes they have been subjected to offensive differential treatment, the circumstances surrounding the differential treatment must be investigated, regardless of whether a report is made or not. Solutions must primarily be sought through dialogue and measures aimed at improving working conditions for those concerned. If abusive discrimination occurs, everyone involved must be given the opportunity for help and support.

In cases where it can clearly be established that an employee provoked the reluctance of those around, the managing director or group leader must emphasize the employee's obligation to contribute to creating a good working environment and atmosphere at the workplace.

- The managing director is responsible for the measures that need to be taken
- Action must take place immediately without delay by having someone first speak individually with the person who feels offended and find out as much as possible. The conversations must be objective and problem-solving. At an early stage, the help of a personnel consultant can be used, e.g., through business health care.
- Conflicts should never be denied or hidden
- Conversations must take place individually with each of those concerned. As much facts as possible must be collected without taking a position for or against anyone. Flaws in the organization can be discussed such as high workload, stress and requests for concrete improvements in the workplace
- No measures must be taken "over the head" of the employees
- If criticism is made against an employee, the employee must be made aware of this and given the opportunity to objectively respond to the criticism under safe conditions (not in a large group)
- The main features of the sequence of events must be documented
- That offensive differential treatment is not accepted must be clearly marked
- The aim must be for the person who feels offended to remain employed. If the employee is on sick leave, close contact must be always maintained, and the person must receive the support needed to process the event taken place
- If the problem has lasted a long time or is difficult to solve, it may be necessary for changed or different work tasks, primarily for the person who violates.
- Bringing the entire working group together for a discussion should only happen as the last point of a meeting taking action to plan substantive improvements to work routines and the work situation for the group as a whole.
- It is the person who is subjected to offensive discrimination who judges where the line is drawn.

1.5 Notification

Notification can be made by an employee when he or she considers that he or she has been subjected to offensive special treatment or discrimination of any kind. The report must always be made to the managing director, group leader or representative for the work environment. Notification can be written or oral. The employee can seek help from a representative for the work environment /trade union or co-worker.

If any other employee feels that a colleague in the workplace is being subjected to offensive discrimination, either the managing director, group leader or representative for the work environment /trade union must be contacted.

1.6 Documentation

Whoever receives the report, managing director, group leader or representative for the work environment, must document the report, all conversations, measures, and follow-up. The documentation must be written, factually objective and kept in a safe place.

Definitions

Offensive discrimination – actions directed at one or more employees in an offensive manner, and which may lead to impaired health, or to their exclusion from the workplace community.

Harassment – behaviour that violates someone's dignity and is related to one of the grounds of discrimination.

Sexual harassment – behaviour of a sexual nature that violates someone's dignity.

Lund, 2022-12-20

A handwritten signature in red ink, appearing to read 'Peter Lindgren', with a stylized, flowing script.

Peter Lindgren

VD/Managing Director