

**POLICY**

Decision-maker

University Board of Directors

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11.06.2019

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V-2019-0009

Responsible**department**

Human Resources

HR Policy for KTH

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish version will prevail.

High levels of quality, and ethics and a free and open exchange of thoughts and ideas form the basis of daily operations at KTH. KTH is to be characterised by a stimulating, good-quality working environment, as well as being an attractive workplace employing competent, creative and professional people. KTH is a workplace where employees enjoy themselves, where there are opportunities for development and they are encouraged in their own skills development and responsibility. Employees are defined as everyone employed at KTH as well as everyone involved in other activities at the university.¹

This HR Policy is founded on the KTH Value Platform which is based on democracy, equality of human beings, human freedoms and rhetoric, and free and open discussion.² The rejection of all forms of discrimination, harassment, sexual harassment and insulting treatment is a quality issue. At KTH, it is clear that the organization and the work environment will be characterised by equality, diversity and equal terms and conditions. KTH will establish an inclusive working environment and take advantage of diversity, which improves the preconditions for the development of full potential, for the individual employee and for operations.

One precondition for KTH performance at a high level is that employees fulfil the high expectations required and are stimulated to perform well. Leaders, managers and employees working together to manage change and create successful forms of cooperation. Employees at KTH will actively work to achieve KTH goals and vision.

In addition to a being technical university, KTH is also a government agency. Which means that KTH in a legally secure and effective manner, must apply the legislation, ordinances and regulations adopted by the Parliament, Government and other authorities.

HR Policy aims is to clarify how HR issues practically are to be handled in daily work. The implementation of the HR Policy is a strategic issue that all employees participate in and must take responsibility for.

The Policy is divided into the following areas: employee ship, management and leadership, gender equality, diversity and equal opportunities, work environment, competence management and salary setting. Each area has its own guidelines. These guidelines will state the expectations KTH has as concerns its employees and highlight their rights and obligations.

¹ Others active at KTH could include Professors Emeriti, scholarship-holders, adjunct and affiliated faculty.

² The KTH Value Platform is stated in the KTH Ethics Policy V-2019-0449

Employee ship

Well-developed and consciously employee ship and leadership are preconditions for developing operations. These guidelines outline the requirements and expectations KTH has of its employees and others, and the rights and obligations of everyone who works at KTH, regardless of their role in the organization. Employees at KTH are defined as everyone employed at the university, as well as everyone involved in activities such as Professors Emeriti, affiliates, adjuncts, scholarship-holders and consultants.

The employee ship is based on the KTH value platform, which in turn is based on the common value platform for all state employees and Ethical Policy KTH v-2019-0449.

Management and leadership

Professional leadership in academia implies that you are familiar with the duties of leadership in the form of responsibilities, obligations and rights and that, within your leadership role, you strive each day towards our development goals, regardless of the level and position within the organisation at which leadership is being exercised.

These guidelines cover supervisors and managers at all levels of the organisation with operational, staff or financial responsibility at KTH. This also applies to supervisory assignments that to a limited extent include any of the above areas of responsibility; for example, research leaders, centre directors or equivalent duties. The guidelines express KTH's expectations of those with professional management or supervisory roles in relation to the challenges we face and the goals with wish to achieve, as well as offering guidance with regard to the activities that you will be expected to undertake. As a leader at KTH, you contribute to creating a more consistent, efficient and excellent university and view your own role as being a crucial cog in a massive machinery of knowledge.³

³Guidelines of Management and Leadership V-2019-0011

Guidelines on gender equality, diversity and equal opportunities

KTH activities for gender equality, diversity and equal opportunities aim to and increase a higher education institution characterized by a fair, respectful and inclusive organizational structure and work/study culture. The basic view is equal rights, opportunities and obligations. This irrespective of ethnicity, gender, cross-gender identity or expression, religion or other beliefs, disability, sexual orientation, age, or social background.

Being able to benefit from different experiences and perspectives of human beings contributes to high levels of quality. It is particularly important in an organization whose primary purpose is to develop and maintain technology that supports society and nature. At KTH work on gender equality, diversity and equal opportunities is integrated into regular operations in ongoing work processes and in existing decisions making forums.

KTH's role as a leading technical university presupposes working on equal terms. Consequently, everyone has the opportunity to cooperate on equal terms in KTH preparatory and decisions making bodies including students from different educational programmes, students in postgraduate education and employees. The basic view of KTH regarding the work of gender equality, diversity and equal opportunities is about improvements, such as in creasing the proportion of women in research and education. This entails qualitative improvements as changing basic structures as well as workplace cultures from an equal treatment perspective.

Work environment

Everyone is part of each other's work environment. The President bears ultimate responsibility for the work environment; however, all employees and students are responsible for contributing to a good physical, organizational and social work environment.

A good work environment promotes creativity and health and provides the preconditions for good performance and is an asset to the whole of KTH. Work environment covers all the factors that affect employees and students at KTH.

Work environment is integrated into all activities at KTH and systematic work environment management is carried out so that ill health and accidents are prevented and a good working environment is achieved. Collaboration is a precondition for success through dialogue and active involvement from employees, unions and employees. ⁴

The KTH HR Policy is also the KTH Work Environment Policy and also applies to students attending KTH.

⁴Work Environment Guidelines V-2019-0010

Competence management

KTH's vision is to be an internationally-successful research and education university and to continue to be an attractive employer, also from an international perspective⁵. Competence management is an important part of operational planning with the aim of achieving the organization's vision and objectives and meeting KTH future staffing needs both qualitatively and as quantitatively. It is of great importance that work on the competence management sub-processes takes place strategically, systematically and with good forward planning, and that KTH actively works with its employer brand in all available channels and dialogues both internally as externally. Gender equality, diversity and zero tolerance against discrimination and harassment are important aspects of KTH's work with quality as well as core values in our organization.

The subprocesses in the field of competence management are:

- Attract, recruit and introduce new employees.
- Develop and retain existing employees.
- Discontinue and terminate employment.

Each school at KTH is responsible for continuously communicating how its overall strategic work on competence management is led, coordinated and followed up.

Salary structure

KTH's salary policy should stimulate staff engagement, the pursuit of excellence and job satisfaction in a manner that benefits the overall results obtained by KTH. Salaries shall be subjectively individually set and differentiated and contribute to KTH attracting, recruiting, developing and retaining skilled employees. KTH shall promote the ability of every employee to influence their own salary development. Unfounded salary differentials based on discriminatory grounds are not permitted. Management and employees should be aware of and supportive of our salary policy.⁶

⁵ KTH Vision 2027

⁶ Guidelines for salary structure V-2019-0012