HR Policy at KTH

High levels of quality and ethics, free and open exchange of thoughts and ideas: these form the basis of daily operations at KTH Royal Institute of Technology. KTH must provide a stimulating, good-quality work environment and be an attractive workplace, filled with competent, creative and professional employees. KTH must be a workplace where employees feel at home, where they can develop and where competence development and taking responsibility are encouraged. ‘Employees’ is defined as everyone working at KTH or involved in other activities.¹

The KTH HR Policy is based on the university’s basic value platform², which is in turn based on democracy, human rights, equality and open, free discussion. The rejection of all forms of discrimination, harassment and sexual harassment and offensive behaviour is a matter of quality.

It is self-evident that the organisation and work environment of KTH will be characterised by equal terms, gender equality and diversity. The work environment at KTH must be inclusive and celebrate its diversity.

This will bring better preconditions for individual employees, and for the organisation, to meet their full potential.

If KTH is to produce this high-level of performance, employees must fulfil the university’s high level of expectations. Managers and employees must work together to manage change and create good forms of collaboration. KTH employees will work actively to attain KTH objectives and vision.

In addition to its role as a university, KTH is also a government agency. This means that KTH must work according to the legislation, ordinances, regulations and agreements established by the Swedish Parliament, Government and other authorities in a legally secure and efficient manner.

The aim of this document is to clarify KTH HR Policy and how it is to be practically implemented into daily operations. Carrying out this HR Policy is a strategic goal, in which all employees must participate and take their share of responsibility.

The Policy is divided into the following areas: employeeship, management/leadership, equal terms, work environment, competence, management and salary structure. Each area has its own guidelines. These guidelines will state the KTH expectations as concerns its employees in more detail as well as highlighting their rights and responsibilities.

¹ Other working at KTH may include Professors Emeriti, adjunets, affiliates and scholarship holders.
² KTH’s basic values entered in the Ethical Policy for KTH V-2016-0347
**Employeeship**

All employees at KTH have both rights and obligations, regardless of their role in the organisation. Employeeship is based on the KTH Value Platform which is, in turn, based upon the values established for government employees which include the requirement that all employees must understand the role others play and their different perspectives. Good employeeship and management will be practised by employees in order to promote results and development based on the KTH organisational goals. Attitudes and working methods will grow from this concept and in turn be based on responsibility, trust, participation, cooperation, openness and respect for each other, each other’s roles and tasks.

**Management and Leadership**

Good management and leadership are of strategic importance to KTH. KTH operations are based on the academic traditions of freedom, the quest for knowledge and collegial cooperation. Management/leadership with personal responsibility is necessary to create a more attractive workplace. Employees in management/leadership roles must take responsibility, not just for day-to-day operations, but also for the wellbeing of fellow employees and for strategic development.

Management/leadership must be a matter of seeking creative solutions, taking responsibility for the shared working environment and cooperating both inside and outside the organisation. KTH is a workplace filled with competent, creative and professional employees from different fields. Clearly-defined leadership benefits operations and clarifies the expectations placed on managers/leaders working to attain KTH goals and vision³. Managers/leaders must ensure that all relevant regulations are followed. The Management Guidelines are one of several forms of support in this area.

A KTH *Leader* leads and allocates operations in their area of responsibility, often without direct HR responsibility for their team/group. A *Manager* has HR responsibility and leads and allocates work within their particular group. They are the employer’s representative in this context. HR responsibility means ensuring that legislation and agreements affecting employees are complied with.

**Equal terms**

Work for gender equality, equal terms and diversity at KTH will promote a respecting, flexible organisational structure. The basic approach is to support equal rights, opportunities and responsibilities regardless of ethnic background, gender, gender identity or expression, religion or other faith, disability, social background, sexual orientation or age.⁴

There is qualitative value in being able to utilise everyone’s experiences and perspectives. For an organisation whose primary aim is to develop and maintain technology that benefits society and the nature world, this is of particular importance. Work with gender equality, equal terms and diversity will be integrated into day-to-day activities.

KTH’s role as a leading university requires equal conditions, so everyone, including students on different courses, doctoral students and employees, is able to collaborate on equal terms on preparatory and decision-making KTH committees. KTH’s approach does not simply deal with

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³ Development Plan 2013-2016 and Vision 2027
⁴ Ethical Policy for KTH V-2016-0347
quantitative improvements – such as increasing the number of women in research and education – it also includes qualitative improvements, such as working with fundamental structures from an equality perspective.

**Work environment**

A good work environment promotes good health, prevents ill health, provides preconditions for good performance and, as such, is an asset to the entire organisation. ‘Work environment’ refers to all the factors that affect employees and students at KTH. These include: attitudes, management, premises, equipment, chemical products, work organisation, social interaction, opportunities for recovery and personal development.

The work of the working environment at KTH should be systematic so that illness and accidents at work can be prevented and a satisfactory working environment. A good working environment will then be created by adapting working conditions to the different physical and psychological requirements of each individual.

All employees at KTH are part of each other’s working environment. All employees must take responsibility for a good physical and psychosocial working environment that promotes good health and contributes to KTH development.

The HR Policy is also the KTH Work Environment Policy and applies to students and everyone else at KTH.

**Competence management**

The KTH vision is to be a successful international research and teaching university and an attractive employer from a national and international perspective. Competence planning is therefore an important part of operational planning in order to meet future personnel requirements from both a qualitative and a quantitative perspective. It is vital that work with the competence planning sub-processes is strategic, structured and characterised by high-quality, long-term plans.

KTH will work systematically with the sub-processes that are included in the competence field in order to develop and maintain, attract and recruit, as well as phase out or terminate, employment positions.

**Salary structure**

The KTH Salary Policy will promote commitment, excellent work performance and job satisfaction in such a manner that overall results benefit. Salaries will be objective, individual and tiered. They will also contribute to KTH being able to attract, recruit and develop competent employees. KTH must ensure that all employees enjoy the same opportunities to influence their salary development. Unfair salary differences based on discrimination are not acceptable. The Salary Policy will be familiar to, and accepted by, managers and employees.

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5 The Swedish Work Environment Authority provision: AFS 2001:1 Systematic Work Environment Management
6 Working Environment Act Chapter 3, Section 3.
7 The Swedish Work Environment Authority provision: AFS 2001:1 Systematic Work Environment Management
8 Quality policy for KTH V-2016-0378