



## HR Policy for KTH

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 to be 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.<sup>1</sup>

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.<sup>2</sup> 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 must work 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 must, in a legally secure and effective manner, apply the legislation, ordinances and regulations adopted by the Riksdag, government and other authorities.

The purpose of the HR Policy is to clarify how HR issues are to be handled practically 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: employeeship, 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.

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

<sup>2</sup> The KTH Value Platform is stated in the KTH Ethics Policy V-2018-0309

## **Employeeeeship**

Well-developed employeeeeship and leadership are preconditions for functioning 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 employeeeeship is based on the KTH value platform, which in turn is based on the common value platform for all state employees. In addition to being a technical university, KTH is also a government agency which means that legislation, ordinances and regulations that the Riksdag, government and other authorities have established, must be applied in a legally secure and effective manner.

## **Management and leadership**

These guidelines apply to employees with management assignments at KTH with operational, HR and financial responsibility and includes leaders and managers at all levels. It also encompasses all other management assignments that include certain parts of the above areas of responsibility, e.g. first and second level programme directors, centre managers and similar assignments.

KTH expectations of its managers and leaders in response to the challenges faced and the goals to be achieved are stated here. These guidelines support the KTH Vision<sup>3</sup> and objectives as well as other general governing documents.

These guidelines for management and leadership provide a common target describing the desired leadership at KTH and provides guidance for the measures expected from you as part of your management assignment.

## **Gender equality, diversity and equal opportunities**

KTH activities for gender equality, diversity and equal opportunities aim to promote 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, political conviction or social background.

Being able to benefit from the 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 decision-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 decision-making bodies, including students from different educational programmes, students in postgraduate education and employees. The KTH approach implies that this is not merely about quantitative advances, such as increasing the proportion of women in research and education, but also qualitative advances, such as working with basic structures as well as workplace cultures on a micro level from an equal opportunities perspective.

## **Work environment**

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

A good work environment contributes to creativity and health and provides the prerequisites for good-quality performance, work results and the development of KTH. Work environment covers all the factors that affect employees and students at KTH.

Work environment is integrated into all operations at KTH and systematic work environment activities prevent accident and incidents and create a good working atmosphere. Collaboration is a prerequisite for a successful working environment, through dialogue and active involvement from employers, unions and employees.

The HR Policy is also the KTH Work Environment Policy<sup>4</sup> and also covers all students attending KTH.

## **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 perspective<sup>5</sup>. 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.

The sub processes 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 communicating how its overall strategic work on competence management is led, coordinated and followed up.

## **Salary setting**

The KTH Salary Policy is aimed at stimulating commitment, excellent work efforts and job satisfaction in such a manner that KTH:s overall results are promoted. Salaries must be objective, individual and differentiated, and contribute to attracting, recruiting and developing skillful employees to KTH.

KTH will provide the opportunity for all employees to influence their salary development. Unmotivated salary differentials based on discriminatory grounds may not occur. The Salary Policy to be familiar to, and well accepted by, managers and employees.

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<sup>4</sup> Work Environment Agency instructions: AFS 2001:1 Systematic work environment activities, Section 5.

<sup>5</sup> KTH Vision 2027