HR Policy

Day-to-day work at KTH is based on a high level of quality and good ethics, as well as a free and open exchange of ideas. KTH shall be an attractive workplace in which a competent, creative and professional staff enjoy a stimulating, healthy work environment. KTH is a workplace in which employees thrive and have every opportunity to develop and that stimulates staff to develop their own skills and to take responsibility. For the purposes of this policy, the term staff refers to everyone employed or otherwise engaged at KTH.¹

This HR Policy is based on KTH’s core values: democracy, the equal worth of all people, human rights and freedoms and free and open discussion.² The rejection of all forms of discrimination, harassment, sexual harassment and victimisation is a matter of quality assurance. As a matter of course, KTH’s organisation and work environment is characterised by gender equality, diversity and equal opportunities. KTH enjoys an inclusive work environment that takes full advantage of diversity to improve the conditions for achieving our full potential, both as individual members of staff and as an institution.

One prerequisite for KTH performing at a high level is that members of staff meet the high standards demanded of them and are stimulated to perform well. Managers, supervisors and staff work together to manage change and create good collaborative forms. Staff at KTH work actively to achieve KTH’s vision and the objectives defined in KTH’s Development Plan.

As well as being a university of technology, KTH is a public authority; this means that KTH has an obligation to safely and effectively apply laws, ordinances and regulations that the Riksdag, the Swedish Government and other public authorities have decided on.

This HR Policy is intended to clarify KTH’s policies with regard to staff matters and how these are put into practice on a day-to-day basis. The actualisation of the HR Policy is a strategic issue that every members of staff must participate in and take responsibility for.

The Policy is divided into the following areas: employeeship; management and leadership; gender equality, diversity and equal opportunities; skills provision and salary setting. Each of these areas has its own guidelines. These guidelines describe KTH’s expectations of its staff and highlights rights and obligations.

¹ Others engaged at KTH may be emeriti professors, stipendiaries, associates and affiliates of faculties
² KTH’s core values are discussed in our Ethical Policy
Empoyeeship

A developmental organisation is predicated on active and engaged leadership and employeeship. Employeeship guidelines make clear the requirements KTH places on and the expectations it has of its staff members, as well as the rights and obligations of all who work at KTH, irrespective of their role within the organisation.

Staff includes not only those employed by KTH but also others who participate in the university’s operations; for example, emeriti professors, affiliates, associates, stipendiaries and consultants.

Employeeship is based on KTH’s core values, the Government Offices of Sweden’s Common basic values for central government employees and KTH’s own Ethical Policy.

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

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Gender equality, diversity and equal opportunities

KTH’s work to ensure gender equality, diversity and equal opportunities promotes a culture of respect and inclusiveness within the organisation. Our ethos is one of equal rights, equal opportunities and equal obligations; this irrespective of ethnicity, gender, transgender identity or expression, religion or other belief, disability, sexual orientation, age or political persuasion and social background.

The ability to make good use of people’s various skills and experiences contributes to achieving high quality research and education, something that is especially important to an organisation the primary purpose of which is to develop and maintain technologies that benefit society and the natural world. Our efforts to ensure gender equality, diversity and equal opportunities are therefore integrated into our day-to-day activities in continuous work processes and existing decision-making forums.

KTH’s role as a leading university of technology is predicated on equal opportunities. This implies that everyone has the opportunity to collaborate on equal terms within drafting and decision-making bodies, including students enrolled in our various study programmes, those in third-cycle education and members of staff. KTH’s basic attitude to gender equality, diversity and equal opportunities is to work to achieve quantitative improvements; for example, increasing the proportion of women in research and education. This in turn leads to qualitative improvements such as altering basic structures and workplace cultures from an equal-opportunities perspective.4

Work environment

We are all a part of each other’s work environment. The vice-chancellor bears the ultimate responsibility for the work environment; however, all staff and students are responsible for contributing to a good physical, organisational and social work environment.

A good work environment promotes creativity and health, as well as providing the prerequisites for good performance, and as such is an asset to the whole of KTH. The term work environment refers to all of the factors that affect the staff and students of KTH.

Our work environment is integrated with all operations conducted at KTH and we work systematically to prevent ill health and accidents and to generally achieve a good work environment. Cooperation is a prerequisite for a successful work environment and this takes place through dialogue and active participation from the employer, employee organisations and staff.5

Like KTH’s Work Environment Policy6, this HR Policy also applies to all students working at KTH.

4Guidelines on Gender Equality, Diversity and Equal Opportunities V-2019-0015
5Work Environment Guidelines V-2019-0010
6Swedish Work Environment Authority’s Statute Book: AFS 2001:1 Systematic Work Environment Management Section 5
Skills provision

KTH’s vision is to be an internationally successful institution for research and higher education and to remain an attractive employer, including from an international perspective. Skills provision is an important element of operational planning for achieving the organisation’s stated vision and objectives, as well as for meeting KTH’s future staffing requirements, both qualitatively and quantitatively. It is of great importance that the various subprocesses of skills provision are implemented strategically, systematically and with adequate foresight, and that KTH works actively to promote its brand as an employer across all channels and forums for dialogue, both internally and externally. Gender equality, diversity and equal opportunities, as well as the rejection of all forms of discrimination, are a matter of quality assurance and are based on KTH’s core values.

The subprocesses included in skills provision are:

- to attract, recruit and onboard new employees;
- to develop and retain existing employees; and
- laying off and terminating employment.

All schools at KTH are responsible for continuously communicating with and informing their own organisation regarding how overall strategic activities related to skills provision are to be managed, coordinated and monitored.

Salary setting

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.

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7 Guidelines for Skills Provision V-2019-0014
8 Guidelines for Salary Setting V-2019-0012