

**GUIDELINE (Riktlinje)**

Decision makerPresident

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Responsible**department**Human Resources

Guidelines on Gender, Equality, Diversity and Equal opportunities

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.

Working with gender equality, diversity and equal opportunities means proactively promoting concrete and practical positive results in everyday working life throughout the entire university organization. Employee ship based on equal terms, as well as increased diversity, is established in KTH structures as well as in the workplace culture that we all contribute to. Ultimately, gender equality, diversity and equal opportunities concern and contribute highly to good competence management, equal career preconditions, efficiency and attractiveness as an employer as well as overall excellence in research, education and administration.

Roles and responsibilities

- Each school designs its own, clearly stated, measurable goals based on the school's preconditions and the KTH overall objectives for gender equality, diversity and equal opportunities.
- Employees will treat colleagues and students, internally and externally, with consideration and respect based on the KTH Value Platform, contributing to and taking responsibility for an including work environment. Employees at KTH are defined as employees and everyone else taking part in operations at KTH such as Professors Emeriti, affiliates, adjuncts, scholarship-holders and consultants.
- Managers/leaders are responsible for developing operations from a gender equality perspective, setting good examples and acting proactively to prevent discrimination, harassment or insulting behaviour as well as developing their own skills when it comes to equal opportunities.

Working method

In order to achieve its gender equality, diversity and equal opportunity aims, KTH uses integration, a strategy for including objectivity and perspectives in regular work processes at KTH. Consequently, KTH works proactively to ensure that all decisions at all levels and at all stages of development will contain a gender equality, diversity and equal opportunity perspective.

Importen points of reference:

- Competence development on equal terms increases the professional competence and skills of employees based on operational needs.
- If two applicants apply for the same vacancy with equal qualifications, offering the job to the member of the underrepresented gender must be considered, provided that sufficient documentation proves this underrepresentation.
- Unmotivated salary differentials based on discriminatory grounds¹ occur. When salary setting, no discrimination may occur in particular in view of the statutory prohibition on salary discrimination according to Swedish law.² KTH works on prevention of discrimination through annual salary structure mapping, the use of objective salary criteria and regular dialogue interview between managers and employees.
- Different conditions for students, based on discriminatory grounds, may not occur. In its work as organiser of education, KTH will establish equal terms and opportunities for students studying at, or applying to, KTH.
- Discrimination, harassment, sexual harassment and insulting behaviour form serious occupational health problems and should be treated as such. This is achieved through systematic gender equality, diversity and equal opportunity activities as well as work environment measures, in the same manner as for other work and study environment issues.

¹ Gender, cross-gender identity or expression, ethnicity, religion or other belief, disability

² RALS 2010-T and RALS 2017-2020