




# Gender Equality Plan

Approved by the Employer-employee Cooperation Team on 19 March 2024

Signed by the Rector on 26 March 2024

In Hämeenlinna on 26 March 2024



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## 1. Introduction

This is the Häme University of Applied Sciences (HAMK) gender equality plan, which is part of HAMK's non-discrimination package. The package includes all topics and documents related to equality, non-discrimination and accessibility at HAMK. The purpose of the package is to ensure fair and equal treatment of employees and to prevent discrimination due to different reasons. HAMK also wants to promote gender equality and equality between employees in all its activities. The objective is to ensure that decision-making concerning employees and its preparation are open and transparent.

HAMK's gender equality plan and non-discrimination package are based on the Act on Equality between Women and Men (1986/609) and the Non-discrimination Act (1325/2014). The purpose of the Act on Equality between Women and Men is to prevent discrimination based on gender, promote equality between women and men and improve the status of women, especially in working life. The Act also aims to prevent discrimination based on gender identity or gender expression. Under to the Non-discrimination Act, an employer must assess the implementation of equality at the workplace and, taking the needs of the workplace into account, develop the working conditions and operating methods in place for selecting personnel and making decisions concerning personnel. Under the Non-Discrimination Act, no person may be discriminated against based on their age, origin, nationality, language, religion, beliefs, opinion, political activity, trade union activities, family relationships, health, disability, sexuality or other personal reasons.

As part of the steering of higher education institutions, the Ministry of Education and Culture has prepared a national *Towards more accessible higher education and higher education institutions* plan, based on which higher education institutions have produced their own accessibility plans. HAMK's accessibility plan is led by the accessibility steering group and coordinated by two accessibility coordinators. The practical work is carried out by an accessibility network with representatives from each school. Accessibility will be linked to other DEI work (Diversity, Equity, Inclusion), the aim of which is to promote diversity, equality and inclusion at HAMK.

## 2. Values, operating culture, and management

HAMK's operations are guided by values – we value expertise and ensure the well-being of our higher education community. We continuously assess and analyse our work, results, and competence. The future of HAMK is based on a high level of expertise, entrepreneurial and profitable activities, and controlled growth.

Principles of sustainable development have long been part of the leadership and operational management of HAMK, from the strategic policies right through to the institution's everyday operations. The **Sustainable HAMK 2030** programme, guiding our operations, aims to make HAMK the healthiest higher education community in Finland by 2030. In line with the UN Sustainable Development Goals, the first step includes gender equality objectives (Goal 5), decent work and economic growth (Goal 8), reduced inequalities (Goal 10) and the pursuit of peace, justice, and strong institutions (Goal 16). According to the **Sustainable HAMK 2030** programme, each HAMK employee is a valued member of the higher education community. We communicate the importance of equality and non-discrimination through our own choices and courageously intervene in any shortcomings.

We systematically monitor our sustainable development package with national indicators (such as a shared carbon footprint calculator for universities of applied sciences) and international indicators (such as GreenMetric World University rankings) and continuously improve our operations.

A light line organisation supports management at HAMK. As opposed to a conventional line organisation, joint development in all management tasks and operational policies is emphasised instead of individual responsibility. Another unique feature is combining strategic and HR management into clearly defined competence management and leadership. HAMK's organisation and management as well as responsibilities and decision-making powers are specified in the HAMK Regulations.

### 3. Gender equality plan

The objective of the gender equality plan is to make equality and non-discrimination more visible as part of well-being at work and the working environment of members of the higher education community. The objectives set out in the plan also commit HAMK's management to promoting equality and non-discrimination. A separate plan has been prepared to promote equality among applicants and students.

The gender equality plan is part of the non-discrimination package, which is built in cooperation with many HAMK actors. The work takes into consideration the link between HAMK's quality work and the **Sustainable HAMK 2030** programme. The non-discrimination package is built by a working group with representatives from different HAMK actors:

- ❖ The Student Union of Häme University of Applied Sciences HAMKO: accessible services
- ❖ Facilities management and services: physical accessibility
- ❖ IT services: digital learning and operational environments

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- ❖ Strategic communications: accessible communications
  - ❖ Education Support Services: student counselling and guidance services, student well-being
  - ❖ Library and Information services: accessible library and information services
  - ❖ HR services: accessible HR services, recruitment, competence development
  - ❖ Financial management: accessible administrative services

HR services are responsible for preparing the gender equality plan together with the occupational safety and health division. The plan is presented and approved by the cooperation group, after which the rector signs the plan. HAMK's cooperation group and senior management monitor the construction of the gender equality plan and the non-discrimination package, support the implementation of the measures, and monitor the implementation of the gender equality plan and the non-discrimination package.

The objectives of the gender equality plan are reviewed at least every two years. The cooperation group evaluates the outcomes of the actions of the gender equality plan annually in January or February and reports the outcomes to the HAMK Management Board. If necessary, the Management Board will plan new measures to achieve the set objectives. The Management Board will then convert this work into actions to be taken by the supervisors and the personnel.

## **Training and capacity building**

The gender equality plan is available on HAMK's public website and on the personnel intranet. In addition to the plan, the intranet also contains other training material for building the personnel's competence. The gender equality plan and the non-discrimination package will also be presented in new employees' onboarding material. We will carry out training on diversity, inclusion, and non-discrimination as part of HAMK's DEI programme.

At HAMK, competence development is produced in the HR department. The personnel use the internal HAMK100 training model, which is used to disseminate information on equal and non-discriminatory studies and work. The operation of the HAMK100 training model is controlled by a steering group.

## **Data collection as part of the gender equality plan**

The realisation of the gender equality plan is monitored by collecting annual statistics on equality and non-discrimination from HAMK's HR systems. The data are currently publicly available in HAMK's annual financial statements and annual report (section 4.6. *Häme University of Applied Sciences Group personnel figures*). The aim is to gather real-time data

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on the realisation of the gender equality plan through the PowerBI system in the future, which will allow us to present the data in a graphical format on HAMK's website. The indicators of the realisation of the gender equality plan are divided into three categories:

- ❖ Gender equality in recruitment, pay, career development and decision-making
- ❖ Well-being at work, changing situations in life and equality among people of different ages
- ❖ Inappropriate treatment and harassment

## **Gender equality in recruitment, pay, career development and decision-making**

The following objectives have been set for the realisation of gender equality in recruitment:

- ❖ The recruitment of employees is carried out in an open and transparent manner
- ❖ The recruitment process does not discriminate against or favour either gender; instead, personnel is recruited solely on the basis of their merits and suitability
- ❖ Equal consideration is given to the development of working conditions and work of both men and women
- ❖ Promote the equal placement of employees in different positions and the possibility to progress in their careers (e.g., tenure track)
- ❖ The determination of salaries is based on an overall assessment (equality not only between men and women, but also between different personnel, age, and task groups)
- ❖ The pay of people in the same pay category is relative to their job description, competence, and performance
- ❖ Pregnancy and the use of parental leave will not have a negative effect on women

The realisation indicators are a) gender-specific distribution of person years in different personnel groups (including management), b) gender-specific distribution of different employment relationships (full-time, fixed-term, part-time), c) gender distribution in different age groups, d) gender distribution of international personnel, d) gender distribution of retired employees, and e) gender distribution of average salaries in different positions.

## **Well-being at work, changing situations in life and equality among people of different ages**

At HAMK, well-being at work is supported, for example, by opportunities for continuous development, fair and inclusive management, rewarding, interaction and providing opportunities for exerting influence. HAMK will also improve its personnel's resources through

more extensive occupational health care services than required by the law, flexible working hours and good exercise opportunities. HAMK uses the Active Support operating model. The aim of the model is to promote the well-being and health of employees and to prevent the deterioration of work ability. The aim is also to increase the functionality of work communities and to have a positive impact on the working atmosphere. HAMK wants to enable flexible solutions for its employees' work-life balance. Examples of different ways of working include flexible solutions, flexible working hours, part-time work, study leave, and remote work.

The objectives of well-being at work, changing situations in life and equality among people of different ages include:

- ❖ Ensure every employee an equal opportunity to well-being at work services
- ❖ Enable flexible solutions and forms of work
- ❖ Prevent the decline of the work ability of employees of different ages, and increase coping at work with good supervisory work and a comprehensive support network

The realisation indicators are a) turnover percentage, b) the number of sick leaves, c) the number of people working part-time on a voluntary basis, d) the number of participants in supervisor training and e) the development of the placement of employees of different ages at different organisational levels and personnel groups.

## **Inappropriate treatment and harassment**

HAMK has a guideline for preventing inappropriate treatment and harassment. The personnel may read the guideline on HAMK's intranet. Harassment may be reported to the supervisor or by using an electronic form, in which case an OSH representative will contact the person in question. The employer is obliged to stop inappropriate treatment and harassment.

Objectives related to inappropriate treatment and harassment include:

- ❖ Preventing and stopping harassment
- ❖ Quickly responding to harassment reports
- ❖ Consulting the affected employee in a confidential manner and providing support

The realisation indicators include discrimination reports and cases reported to OSH representatives.