

EQUALITY AND NON-DISCRIMINATION PLAN OF JAMK UNIVERSITY OF APPLIED SCIENCES 2017–2022

PROMOTING EQUALITY AND NON-DISCRIMINATION AT JAMK

JAMK has drawn up this equality and non-discrimination plan to support the achievement of JAMK's objectives and to implement the requirements of equality and non-discrimination legislation. JAMK's objective is to train specialists to serve and build society through their own actions. This objective is also a guiding principle in the context of equality and non-discrimination.

According to the Non-discrimination Act, no one may be discriminated against on the basis of age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, state of health, disability, sexual orientation or other personal characteristics. In addition to direct and indirect discrimination, harassment, denial of reasonable accommodation as well as an instruction or order to discriminate constitute discrimination.

Direct discrimination means that a person or a group of people is treated differently than others in a comparable situation. Indirect discrimination means putting a person at a particular disadvantage compared with others. Harassment is the deliberate or de facto infringement of the dignity or integrity of a person or a group of people. An intimidating, hostile, degrading, humiliating or offensive environment is typical to a harassment situation. The denial of reasonable accommodation refers to situations where an employer or education provider would refuse to make the due and appropriate adjustments necessary for a person with disabilities to be able to take part, for instance, in a job interview or entrance examination.

Positive action required to ensure de facto equality and used to improve the position and conditions of a particular group of people does not constitute discrimination. Positive discrimination that aims to promote de facto equality, or to prevent or remove the disadvantages attributable to discrimination is justified. Thus, positive action is also possible for the prevention or alleviation of disadvantages attributable to causes other than discrimination. For example, support for people in a disadvantaged social position, such as people with disabilities, may be founded even when their weaker position cannot be shown to be caused by discrimination.

The Act on Equality between Women and Men has the objective to prevent direct and indirect discrimination based on gender and to promote equality between women and men. Furthermore, it is the objective of the Act to prevent discrimination based on gender identity or gender expression. The Constitution of Finland, the Act on Equality between Women and Men, the Non-discrimination Act and the Employment Contracts Act demand active measures from employers to promote equality and non-discrimination and to remove discrimination and harassment.

JAMK takes the equality and non-discrimination principles into account in all decisions and their preparation and implementation. In addition to meeting the legal requirements, our objective at JAMK is to achieve an accessible and deliberative atmosphere and community that values and encourages open discussion, including that of opposing views. An open and diverse JAMK offers the community members an opportunity to develop, learn and have their say on the development of the community.

JAMK's equality and non-discrimination plan was prepared by a working group consisting of Esa Salmikangas (Chief Shop Steward, OAJ), Anna Tarvainen-Illi (Student Union JAMKO's representative), Kristiina Korhonen (Student Services Manager) and Annukka Akselin (Human Resources Manager). The plan was reviewed by the OHS Committee on 27 October 2016, the Co-operation Negotiation Committee on 20 December 2016, the Student Affairs Board on 7 December 2016 and JAMKO Board of Representatives on 16 November 2016, and approved by the JAMK Management Team on 12 December 2016.

The plan covers the entire JAMK community from staff to students and provides guidelines for the promotion of equality and non-discrimination at all levels and units of JAMK.

The objectives and actions of the plan focus on three topics: 1) Management and operating culture, 2) Recruitment, salary and career development, and 3) Teaching and studies

EQUALITY AND NON-DISCRIMINATION IN EVERYDAY LIFE

JAMK is committed to promoting equality and the equal opportunity of the JAMK community members to learn, participate and influence. The achievement of these objectives requires that actions for equality and non-discrimination are part of the everyday operation and communication at JAMK.

The JAMK working community has identified the following topics to which special attention is paid:

1. We at JAMK operate responsibly, ethically and in a non-discriminatory manner in all employment, study, teaching and administrative procedures.
2. The active and responsible operation of individuals is essential in promoting equality: the promotion of equality and non-discrimination is an obligation of each JAMK community member.
3. Equality is developed through refining and distributing good practices, and identifying problems and suggesting solutions to them. This ensures that non-discrimination and individual rights are implemented in the JAMK community.
4. If discrimination takes place, it is addressed immediately and systematically.
5. As an employer, JAMK develops working conditions and the practices that are followed when selecting staff and making staff-related solutions, while taking into account the needs of the

workplace. The promotion measures must be effective, appropriate and proportionate as regards the operating environment, resources and other conditions.

I MANAGEMENT AND OPERATING CULTURE

Good management is the most central success factor of JAMK. The objective of equality and non-discrimination management is that each member of the academic community feels that they are treated fairly, their work is respected and that they respect the work of others. The results of occupational well-being surveys and workplace reports are utilised in developing a non-discriminatory, equal, diverse and pluralistic operating culture.

Objective 1: Management takes into account the diversity of staff and students.

Actions: Open dialogue between management, staff and students is increased at all levels of operation. The physical, psychological and social accessibility of working and learning environments is ensured.

Responsibility: operational management

Objective 2: Managers strive to create and maintain an equal, just, inclusive and inspiring operating culture.

Actions: Managers take care of the even distribution of work tasks. Occupational health and safety notes the needs of different professional groups in promoting well-being at work, regardless of gender. Management and managerial training that contains the aspects of equality, diversity and non-discrimination is organised. Aptitude tests are included in the recruitment of managers.

Responsibility: operational management, HR Services

Objective 3: It is the obligation of everyone at JAMK to intervene without delay in situations relating to occupational health and safety, discrimination or inequality that they observe or find out about

Actions: We create a culture of bringing up issues for discussion at JAMK. Each employee or student must know how to act if they feel they have been discriminated against. For staff harassment situations, JAMK has drawn up an occupational health and safety action plan and a model for early intervention. A similar operating model is developed for students. Responsible behaviour is guided by JAMK's ethical and pedagogical principles.

Responsibility: staff, students, HR Services, OHS organisation

Objective 4: Development of monitoring and monitoring indicators

Actions: Staff surveys are to include questions on equality and non-discrimination and the survey results are to be monitored systematically. The results are used in the concrete development of the operating culture and, when necessary, immediate action is taken.

Responsibility: operational management, HR Services, Quality Manager

Objective 5: Activities and structures that cause inequality are identified and removed.

Actions: Age differences and the characteristics of people of different ages are respected. Multicultural expertise and the management of people of different ages is supported by staff development and training. JAMK has drawn up an age programme that is included in the JAMK personnel programme. A personnel report is drawn up annually describing the staff structure and age and gender composition.

Responsibility: HR Services, operational management

Objective 6: More flexible reconciliation of work and private life and respect for privacy. Developing the integration of international staff into the community.

Actions: The reconciliation of work and private life is supported in all family models. A positive attitude is taken towards flexible working time arrangements and family leave. The use of unpaid exemptions from work is allowed as supported by the work situation. The right to reveal or conceal private matters, such as illness, medical history or disability, is respected. Causes of periods of sick leave are not pried into.

Responsibility: operational management, HR Services, immediate supervisors

II RECRUITMENT, SALARY AND CAREER DEVELOPMENT

JAMK is committed to acting as an equal employer that makes staff choices based on competence, skill and aptitude. Our recruitment processes are fair, clear and transparent.

JAMK supports career development according to the principles of equality and non-discrimination. Job rotation is a part of JAMK's human resources policy. Currently, 60% of JAMK employees are women and 40% men. Gender imbalance may exist in certain job groups, which may give cause to consider positive discrimination in recruitment.

Objective 1: The recruitment processes are transparent and guided by clear operational guidelines.

Actions: The realisation of equality and non-discrimination in the recruitment process is monitored. JAMK recruitment instructions are updated to include clear and transparent career models, on-the-job learning, job rotation, and career advancement for teaching staff and administration and support service staff.

Responsibility: operational management, HR Services

Objective 2: Equal pay for equal jobs, regardless of gender.

Actions: The issue is observed annually in the personnel report.

Responsibility: operational management, HR Services

Objective 3: The salary system promotes fair salaries, supports the development of staff expertise and application to more challenging and versatile tasks, and encourages staff to perform better at work.

Actions: The functionality of the salary system and task organisation is reviewed annually (basic salary, staff benefits, development opportunities). Performance pay instructions for JAMK are drawn up (basic salary, staff benefits, development opportunities).

Responsibility: operational management, HR Services

Objective 4: Career advancement principles are transparent.

Actions: Career advancement and opportunities for versatile work tasks are supported through development discussions and job rotation. Development discussions and work planning are used as career planning tools. Observations and experiences are evaluated in the development discussions and necessary changes to the human resources policy are made on that basis.

Responsibility: operational management, immediate supervisors

III TEACHING AND STUDIES

As an international academic community, JAMK is committed to implementing equality and non-discrimination in student selection, teaching and studies. Today, the range of students in higher education is highly diverse. Study groups may include students with great age differences in varying life situations. Different nationalities and cultures meet on our campuses.

Our operation is guided by the Universities of Applied Sciences Act and our Degree Regulations, Rules and Regulations, and ethical and pedagogical principles that ensure a high-quality, equal and safe education, study and work environment.

Objective 1: All applicants have an equal opportunity to apply and be selected for education at JAMK.

Actions:

- We develop communication with applicants to be accessible to everyone, including those in need of special support.
- We encourage applicants regardless of gender to apply equally to different fields.
- We offer training alternatives for different age groups and people in different life situations, from degree programmes to short courses.
- We make sure that student selection is conducted fairly in accordance with clear and transparent selection criteria.
- We enable special arrangements in entrance examinations, including longer examination times, quiet spaces and assistive devices.

Responsibility: Marketing Services, Applicant Services, Student Services, units

Objective 2: Our study and learning environment (study material, teaching technologies, teaching methods and evaluation procedures) gives all students an equal opportunity to study and complete their degree in time.

Actions:

- We develop alternative study methods independent of time and place.
- We make sure our facilities are accessible.
- Where possible, we make special arrangements with students in need of special support and take note of social support systems.
- We note individual needs related to learning difficulties, disabilities or cultural and linguistic backgrounds.

Responsibility: units, Educational Development Services, Facility Services, ESOK contact person

Objective 3: JAMK has an equal, fair, safe, inclusive and inspiring studying atmosphere.

Actions:

- We treat all equally regardless of age, gender, sexual orientation, worldview, belief, ethnic background, nationality or language.
- We do not discriminate against anyone on the basis of disabilities or health issues.
- If a student comes across discrimination, bullying or unequal treatment from other students or members of staff, they can turn to their career tutor, study counsellor, harassment contact person at JAMKO, or their tutor.

Responsibility: the entire JAMK community, JAMKO, Student Services Manager

- An operating model for students is developed on how to act when coming across inappropriate treatment.

Responsibility: Student Affairs Board

- We monitor and evaluate the realisation of equality and non-discrimination by adding the appropriate questions to the student feedback survey and the student union feedback survey.

Responsibility: Quality Manager

Objective 4: Versatile guidance and support services enable the smooth progress of studies.

Actions:

- At the start of the studies, a Personal Learning Plan (PLP) is drafted with every student, taking into account the student's life situation, possible need for flexibility and special study arrangements. The PLPs are also reviewed annually by the student and the career tutor and modified as needed.

Responsibility: student, career tutor

- We support the smooth and accessible progress of studies with versatile guidance and support services. Examples of guidance and support services conducted in groups are activities related to presentation anxiety, learning foreign languages, perceiving written language or reading and writing in general. A study psychologist can offer individual support. Other forms of support include alternative completion methods, learning materials, aids that support learning and interpretation services. Peer guidance supports students at various stages of their studies.

- JAMK's student well-being group develops and shares good practices in order to support a student's ability to study and complete self-directed and smooth studies, and to prevent the delay of studies and dropping out.

Responsibility: student well-being group

– JAMK strives to guarantee support services for all degree students on its campuses, as well as those enrolled in our partner universities.

Responsibility: management, Support Services, JAMKO

– The student's gender, age or other personal characteristics do not affect the teaching, guidance or the evaluation of credits.

Responsibility: teachers, JAMKO in cooperation with JAMK

Objective 5: As equal members of the academic community, students have the opportunity to influence the development of issues relevant to them and JAMK, including when it comes to equality and non-discrimination.

Actions:

– We offer students different ways of influencing within the academic community. Each JAMK working group has student representation and all representatives have personal alternate members.

Responsibility: working group leaders, JAMKO

– The students meet members of JAMK management regularly.

Responsibility: rector, JAMKO

Objective 6: Fair treatment in student selection, right to study procedures and evaluations.

Actions: Students have the right to appeal if they feel they have been treated unfairly.

Responsibility: Student, Student Affairs Board, Board of Examiners, Student Services Manager

Objective 7: We encourage our students to give feedback.

Actions: The feedback channels are harmonised across different sectors. Our feedback opportunities include course feedback, student feedback surveys, "Grumble Week", and immediate feedback.

Responsibility: Quality Manager

MONITORING AND DIFFERENT INSTITUTIONS

Follow-up data is gathered from the annual personnel report and the JAMK barometer for annual equality and non-discrimination monitoring. The annual JAMK barometer monitors staff work satisfaction. The barometer is a staff feedback survey that maps the staff's views about management and managerial work, the activities of the work community, and their own work. The barometer results are also monitored from the viewpoint of equality and non-discrimination, in particular, relating to the fair treatment of staff and the promotion of JAMK values.

JAMK has a statutory occupational health and safety committee with representation from the employer and employees in the workplace. The OHS Committee is the internal equality and non-discrimination working group at JAMK with the task to make proposals and give statements on the realisation and development of equality and non-discrimination at JAMK. Staff may present the committee with proposals and statements regarding the work on equality and non-discrimination.

Every third year, the OHS Committee evaluates the realisation of staff equality and non-discrimination based on existing materials, i.e. staff surveys, workplace reports and annual reports. Furthermore, the committee can initiate different equality and non-discrimination surveys together with the management. In the future, internal auditing can support the development of equality and non-discrimination work at unit and JAMK level.

After two semesters of study, students complete a feedback survey mapping the well-being of students and how they are coping, as well as the significance of JAMK guidance services and special support for the progress of studies. The student union also monitors the realisation of equality and non-discrimination through its own operations, such as through an annual feedback survey.

The Student Affairs Board monitors the implementation of student equality and non-discrimination.