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Action plan for gender equality and equal opportunities for the Department of Geology, October 2015 – December 2016, approved at the board meeting 8 October 2015

Discrimination Act (2008:567)

The purpose of the Act

Chapter 1, Section 1

The purpose of this Act is to combat discrimination and in other ways promote equal rights and opportunities regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

Gender equality plan

In accordance with Chapter 3, Section 13 of the Discrimination Act, every three years employers are to draw up a plan for their gender equality work.

Equal treatment plan

In accordance with Chapter 3, Section 16 of the Discrimination Act, an education provider is to draw up a plan each year containing an overview of the measures needed to promote equal rights and opportunities for the students participating in or applying for the activities.

The Lund University Policy for Gender Equality, Equal Opportunities and Diversity of 8 September 2011 describes the University's goals in this regard, including its zero tolerance policy against all forms of discrimination (<http://www.staff.lu.se/sites/staff.lu.se/files/lund-university-policy-for-gender-equality-equal-opportunities-and-diversity.pdf>). Furthermore, it describes a number of focus areas in order to achieve these goals. In January 2010, the University appointed the management group for gender equality and equal opportunities, to collaborate on gender equality, diversity and equal opportunities for staff and students.

According to the Faculty of Science's Action Plan for Gender Equality and Equal Opportunities for 2015 (http://www.science.lu.se/sites/science.lu.se/files/equality_plan.pdf), every department is to have its own action plan for gender equality and equal opportunities, which is to be annually updated and evaluated. The Faculty of Science's action plan is to form the basis for the action plans of the departments, which in turn are to have a clear focus on the gender equality and equal opportunities work at their respective departments.

1. Declaration by the Head of Department

I am responsible for the gender equality and equal opportunities work at the Department of Geology, and for actively making sure that the measures stated in this Action Plan for Gender Equality and Equal Opportunities are implemented. I will also take initiatives to ensure that these issues are prioritised, observed and discussed in the everyday work at the department. In accordance with the Faculty of Science's Action Plan for Gender Equality and Equal Opportunities for 2015, I am responsible for making sure that the department management group has opportunities for professional development concerning these issues.

2. Gender equality and equal opportunities work at the Department of Geology

The Department of Geology and the Department of Physical Geography and Ecosystem Science have a joint committee for gender equality, whose main task is to develop proposals for action plans concerning gender equality and equal opportunities, as well as annually follow up on them and make the necessary revisions. Another important task of the committee is to increase awareness about

gender equality and equal opportunities at the department. The committee intends to regularly (as a suggestion bi-annually) conduct a survey for all employees concerning gender equality, to enable comparisons and, in the long term, follow up and improve the development at the workplace. At the end of each calendar year, they provide a summary of the activities and the measures that have been implemented, and the current situation at the department.

3. Overall objective

The overall objective of the Action Plan for Gender Equality and Equal Opportunities is for staff and students at the Department of Geology to be treated equally with regard to their (when applicable) working conditions, development opportunities, salary and everyday treatment, regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. Ultimately, the objective is to improve the quality of education, research and the work environment.

4. Working conditions

Objective

At the Department of Geology, the working conditions, with regard to for example organisation and leadership, are to promote and give high priority to gender equality and equal opportunities. Both men and women are, as much as possible, to be represented in all of the working groups at the department. To the greatest extent possible, there is to be an even gender balance among invited guest speakers.

Measures

- To increase awareness of gender equality and equal opportunities, the committee for gender equality is to organise training sessions for all staff and students.
- The gender distribution within the department's working groups is to be reviewed at the end of the calendar year.

5. Work and parenting

Objective

Employees are to be able to combine work with parenting. Parental leave must not prevent anyone from continuing to develop in their work.

Measures

- As far as possible, working hours are to be adjusted according to each individual. Meetings, seminars, guest lectures, teaching, etc., are to be scheduled during times that do not prevent anyone from participating due to their responsibilities of caring for a small child. Important meetings should take place before noon, and be announced well in advance.

6. Recruitment and introduction

Objective

The Department of Geology's recruitment processes are to ensure an even gender balance at all levels of the organisation. The recruitment process for students is to comply with the general admission rules at Lund University.

Measures

- The head of department and the department board are to promote an even gender balance and diversity when appointing.
- Both genders are to be represented in all drafting committees – provided that they are formally eligible for election – as well as in all job descriptions and in the assessment of applicants. Diversity (in respects other than gender) is to be promoted as much as possible.
- When recruiting students, the department is to emphasise that the geology profession is for everyone, regardless of gender, sexual orientation, ethnicity etc., and that diversity is a desired goal at all levels.

- All new staff and students at the Department of Geology are to be informed right away of the gender equality and equal opportunities work at the department. They are also to be informed of which organisational units within the University handle gender equality and equal opportunities issues

7. Personal and professional development

Objective

Personal and professional development concerns everyone. Every employee is to have equal opportunities and receive the same amount of encouragement to develop in their work.

Measures

- Managers at different levels are to have a clear approach that shows that all employees have the same opportunities with regard to their personal and professional development.
- Gender equality and equal opportunities is to be an area regularly addressed during staff appraisals between the head of department and the employee. When preparing for staff appraisals, the Action Plan for Gender Equality and Equal Opportunities is to be distributed to employees. In connection with a staff appraisal, the employee's experiences concerning gender equality and equal opportunities are to be considered with regard to:
 - work duties
 - work load
 - assessment of performance
 - responsibilities and power
 - opportunities for professional development
 - supervision
 - opportunities to acquire further qualifications
 - forms of work and teaching
 - harassment due to their sexual orientation, ethnicity, belief, disability, etc.
 - gender-related and sexual harassment¹
- Any grievances concerning gender equality and equal opportunities brought to light during the staff appraisals are to be investigated and rectified.

8. Salary

Objective

Unjustified differences in salary between men and women are not to exist at the Department of Geology.

Measures

- A gender equality analysis is to be conducted by a University-wide working group, including employer and trade union representatives, to establish whether unjustified differences in salary exist. This analysis is to be followed up with a University-wide action plan for gender-equal pay.
- At the end of the year, the salaries of all employees are to be compiled in a report.

9. Preventing and combatting gender-related and sexual harassment

Objective

The Department of Geology is a workplace where gender-related and sexual harassment of staff or students is not to take place.

Measures

- The committee is to continuously inform about gender-related and sexual harassment, and where information about such harassment can be found.

¹ The concepts are explained under item 9

- The committee intends to draw up an action plan for addressing and following up on cases of harassment.

Gender-related harassment can include:

- that actions and statements are ignored
- being ostracised
- being made invisible
- being ridiculed
- being excluded from information
- being counteracted in one's work, studies or research

Sexual harassment can include:

- comments of a sexual nature
- sexually explicit jokes
- physical contact
- irrelevant comments about one's appearance or private life
- suggestions and demands for sexual favours, often in exchange for a reward or under threat of reprisals

Both women and men can harass and be harassed. Harassing someone often means deliberately, intentionally and continuously making someone feel uncomfortable. However, harassment does not have to be intentional – it is contingent on whether or not the person subjected to a certain action feels, or has reason to feel, harassed. This person is therefore the one who is largely to determine whether or not measures are to be taken. Gender-related and sexual harassment are to be immediately investigated and appropriate measures are to be taken. The head of department holds the main responsibility in this regard, and is to work to ensure that neither students nor staff are subjected to gender-related or sexual harassment, as well as make sure that measures are taken and followed up.

10. Preventing and combatting discrimination

Objective

The Department of Geology is a workplace where no form of discrimination against staff or students is to take place.

Measures

- Throughout the year, the committee is to continuously develop strategies for how to manage and combat all forms of discrimination in the workplace.
- The committee is to continuously inform all students and staff at the department about discrimination, and where they can find information about this.

11. Gender perspective in the learning process

The Department of Geology is to promote a clear gender perspective in the learning process, for instance with regard to forms of examination, required reading and study environment. These aspects were previously addressed by the gender certification group, but the committee for gender equality will continue the work.

- The committee will annually conduct a student survey, focusing on issues of gender equality and equal opportunities within first and second cycle education.
- The committee will draw up a number of questions with a gender equality and equal opportunities perspective to be used in all course evaluations.

12. Responsibility and follow-up

The head of department holds the main responsibility for making sure that the Action Plan for Gender Equality and Equal Opportunities is applied. The committee for gender equality at the department is to conduct a systematic and annual follow-up of the action plan in an annual report.

This Action Plan for Gender Equality and Equal Opportunities was revised in September 2015 by staff and students at the Department of Geology and the Department of Physical Geography and Ecosystem Science: Cecilia Akselsson, Johanna Stadmark, Laurie Charrieau, Julia Kelly, Andrew McRobert and Natalie Nyman.

13. Planned activities, October 2015–December 2016:

In addition to the measures described above, the committee for gender equality is planning the following targeted activities:

- Lecture on domination techniques
- Survey or interactive study about the situation at the department in terms of gender equality and equal opportunities
- A tour of the department for students during their final year of studies, to generate interest among students to apply for a doctoral studentship. This activity is to be held by doctoral students at the department.

There are also discussions about providing leadership training for mainly female postdocs, researchers and senior lecturers.