



**LAU
REA**

**Equality and
non-discrimination
plan**

1 PURPOSE AND OBJECTIVES OF THE EQUALITY AND NON-DISCRIMINATION PLAN

THIS PLAN APPLIES to Laurea's obligations as an employer. A separate plan has been drawn up for promoting accessibility and non-discrimination in teaching. Under the Act on Equality between Women and Men (Equality Act) and the Non-Discrimination Act, Laurea University of Applied Sciences has a duty to promote the principles of equality and non-discrimination as an employer and educational institution. The purpose of the Equality Act is to prevent direct and indirect discrimination based on gender, promote equality between women and men, and improve the status of women, particularly in working life. Under the Equality Act, direct and indirect discrimination based on gender is prohibited. Furthermore, it is the objective of the Act to prevent discrimination based on gender identity or gender expression.

ACCORDING TO THE Non-discrimination Act, nobody may be discriminated against on the basis of age, ethnic or national origin, nationality, language, religion, belief, opinion, state of health, disability, sexual orientation or other personal characteristics. Promoting equality, non-discrimination and accessibility is a common concern of the entire work community. The purpose of the equality and non-discrimination plan is to create a non-discriminatory work environment and to enforce equality in all Laurea operations and to identify the objectives and to specify the measures for promoting equal treatment and non-discrimination of employees.

THIS PLAN GUIDES the operations in coordination with the Code of Conduct, Laurea's rules and regulations and the Student Accessibility and Equality Plan. The purpose of the measures is to promote the equality and non-discrimination of all employees at Laurea University of Applied Sciences, physical accessibility and access to virtual environments on an equal basis.

THE ACHIEVEMENT OF the goals promoting equality and non-discrimination and the impact of the measures will be assessed at least every two years by an assessment of the current state of equality and equality for employees, as well as by well-being and staff surveys identifying experiences of equality. The annual personnel financial statements include a comparison of the implementation of equality in the various personnel groups. The results of the surveys and surveys will be used to update the plan. The plan shall be updated at least every two years.

THE IMPLEMENTATION OF equality and non-discrimination in Laurea is monitored by the occupational safety and health organization. The occupational safety and health organization consists of the occupational safety and health manager and six occupational safety and health commissioners, as well as two deputy deputies and the secretary of the committee. The occupational safety and health organization reviews the implementation of equality and equality at least once a year in connection with the processing of personnel financial statements and a second time regarding

the assessment of the timeliness of the plan in accordance with the annual occupational safety and health clock. The occupational safety and health organization is responsible for mapping the current situation, drawing up and updating the plan. The reporting and monitoring of the equality plan takes place in the Co-operation Advisory Board. Laurea's CEO signs the Equality Plan.

The plan is founded on the same principles as the Student Accessibility and Equality Plan:

Laurea does not condone discrimination, harassment or bullying

NO PERSON OR specific group of people shall be treated unequally by anyone based on an opinion, personal characteristic or background. At Laurea, we respect everyone's culture and religion. The goal is to establish interaction based on mutual respect and to generate a positive atmosphere by accepting diversity. Our behaviour is in compliance with the Finnish law, agreements and good manners.

Everyone is treated in an equal and non-discriminatory manner

EQUAL AND NON-DISCRIMINATORY treatment and provision of services is implemented, for example, through an equal and non-discriminatory recruitment process, training and coaching of supervisors and all employee, the development of physical and digital work environments, and the development of well-being at work. The individual needs of each employee are taken into account in Laurea operations.

Laurea is an accessible and tolerant workplace

LAUREA'S FACILITIES, ELECTRONIC systems, working environments, working methods and atmosphere enable the inclusion of and equality between employees with diverse personal characteristics and different life situations. Laurea is a culturally sensitive and tolerant higher education institution and workplace. At Laurea, the languages used for studies and at work are Finnish and English. HR services are also provided in Finnish and English.

2 CATEGORIES FOR ASSESSMENT OF EQUALITY AND NON-DISCRIMINATION AND DEVELOPMENT MEASURES FOR 2022-2023

FOR SEVERAL YEARS, Laurea has carried out systematic development work towards a more equal and equal working life. Various surveys and evaluations have been conducted at Laurea. Based on these staff surveys and the analysis of the current situation, the following categories were selected as starting points for objectives and measures:



**Work
community
culture**

**Communication
and
interaction**

**Equal and non-
discriminatory
treatment**

**Recruitment
and career
development**

**Flexible
employment
from start to
finish**

**Physical
and digital
accessibility**

THE OBJECTIVES AND measures of this equality plan are structured according to these categories. Laurea has conducted a current state analysis (2021) on the realisation of equality, non-discrimination and accessibility, which was used as a basis for specifying the objectives and development measures for 2022–2023.

Work community culture

IN AN EQUAL, DIVERSE, non-discriminatory and open operating culture, it is easy for everyone to operate regardless of their gender, cultural background, origin, language or age. The operating culture also emphasises permissiveness, communality, co-development and inclusion.

OBJECTIVE 1: No employee is exposed to bullying, discrimination, harassment, or undermining or unappreciative treatment. The operating environment reflects Laurea’s values of openness, impact and responsibility.

MEASURE 1: Beginning with the orientation for new employees, it is emphasised that any inappropriate behaviour will be reported to the supervisor or occupational health and safety manager. Furthermore, a safety report shall be filed on such incidents, making it possible for Laurea to address the behaviour. Laurea’s rules and regulations describe the procedure according to which inappropriate treatment is always addressed by means of an internal intervention procedure. Awareness of the process related to inappropriate behaviour will be increased among supervisors and all employees, training arranged on the matter.

MEASURE 2: Regular monitoring of and reporting on security reports.

PARTIES RESPONSIBLE: All Laurea staff; management, supervisors, head of safety and security, occupational health and safety manager.

Communication and interaction

OPEN AND TIMELY communication and provision of information is part of the open operating culture. It is important that everyone’s voice is heard and that the organisation has an open interaction culture. Communication and information on equality issues reach all members of the organisation in an equal and diverse manner.

OBJECTIVE 1: Timely and transparent communication and information is part of a well-functioning organisation. Communication and information are accessible to everyone, and, in terms of accessibility, we take into account the diversity of message recipients.

MEASURE 1: In its operations, Laurea aims at as transparent communication as possible to reach the whole staff. Efforts will be made to develop the accessibility and finding of information and its timeliness.

MEASURE 2: Non-Finnish-speaking employees are taken into account by ensuring their access to information necessary

for their work. Finnish language training is offered to non-Finnish speaking employees.

PARTIES RESPONSIBLE: communications, Laurea management, supervisors, all staff.

Equal and non-discriminatory treatment

IN THE WORK COMMUNITY, it is important that everyone is treated in an equal and non-discriminatory manner. The even distribution of work and the consistent organisation of work is an important part of overall well-being. In the organisation, it is important that people's roles and responsibilities are arranged in accordance with their competence. Fair, equal and non-discriminatory salaries, benefits and terms of employment are important.

OBJECTIVE 1: Laurea has an open and equal discussion culture. The diversity of Laurea employees is taken into account in management and supervisory work. The importance of equal treatment and non-discrimination is emphasised in the training of supervisors and all employees. An open discussion culture and communication are an important part of a well-functioning organisation and how equality is perceived.

MEASURE: The training systematically organised for supervisors and all employees by Laurea pays attention to topical themes and generates a joint, equal, and non-discriminatory management culture.

Objective 2: Laurea applies the collective agreement for the private education sector and rewards employees on an equal and non-discriminatory basis.

MEASURE: The pay comparison monitors and reports annually on the remuneration policy for women and men in different task groups.

PARTIES RESPONSIBLE: Laurea management, supervisors, HR supports.

Recruitment and career development

LAUREA'S RECRUITMENT PROCEDURES comply with the Equality Act and the Non-Discrimination Act. Laurea's recruitment process and guidelines cover all Laurea's employment relationships. All Laurea staff have an equal opportunity to obtain information and to apply for all vacancies and open positions at Laurea. It is important that all levels of the organisation, as well as all employees, have equal opportunities for career development.

OBJECTIVE 1: Equal, non-discriminatory and transparent recruitment process. All open positions are always announced at least in the internal application system, and the internal and external application processes are opened at the same time.

MEASURES: The orientation and training given to new supervisors on the recruitment process and internal instructions.

The statement of human resources includes an annual salary and managerial title comparison and a comparison between fixed-term and full-time employment relationships. HR supports supervisors in the recruitment process to ensure equal and non-discriminatory treatment and information sharing. Ensuring equal and non-discriminatory treatment of all applicants from different backgrounds in the selection process. Internal training organised by HR for supervisors and all employees related to an equal and non-discriminatory recruitment process within the organisation.

PARTIES RESPONSIBLE: Laurea management, recruiting supervisors, HR.

OBJECTIVE 2: Competence development and on-the-job learning are part of the work. Giving everyone equal opportunities to learn and develop.

MEASURE: The development discussion process includes discussion on the development at work, ensuring non-discriminatory treatment in competence development and career advancement. Efforts will be made to increase the use of job rotation at Laurea.

PARTIES RESPONSIBLE: Laurea management, supervisors, HR supports.

Flexible employment from start to finish

A CAREER AT LAUREA begins with recruitment and ends with the termination of the employment relationship. Life situations vary throughout the career, and it is important that employment flexibility is possible throughout the career. Age management covers age groups and different life situations from the start of the employment relationship till its end. As working careers become longer, reconciling work and other life becomes increasingly important. A competent staff that feels well at work are Laurea's most important resource and asset.

OBJECTIVE 1: Successful age management throughout the working career, age management in all age groups without discrimination. Enabling different forms of flexibility in the employment relationship and the way work is done alongside other life.

MEASURE: Pursuing an open discussion culture in the organisation; early support and regular interaction between the supervisor and subordinates are important. HR support for supervisors and all employees in different stages of their careers. Tapping into the strengths and competence of people of different ages in the organisation. Regular training of supervisors and all employee on themes related to local management, and equality and non-discrimination issues.

PARTIES RESPONSIBLE: Laurea management, supervisors, HR.

OBJECTIVE 2: Every Laurea employee can be themselves regardless of their family situation or sexual orientation. Support for coping at work through various forms of employment flexibility. The employees' state of health can be considered in the planning of their work and, regardless of their state of health, they are treated equally.

MEASURE: Laurea will further develop the work ability management process and implement it as part of management and supervisory work, in collaboration with occupational health care and an earnings-related pension company.

PARTIES RESPONSIBLE: Laurea management, supervisors, HR, occupational health and safety organisation

Physical and digital accessibility

ALL EMPLOYEES HAVE equal opportunities to operate in the physical and digital operating environment, regardless of the different challenges they may have related to mobility, age, vision or hearing.

OBJECTIVE: The operating environment of our organisation provides good and accessible facilities for working. It is important to take account of the diversity of employees when planning the operating environment. In the design of the facilities, it is ensured that everyone is able to move in and gain access to the organisation's premises, and also those with, for example, poor vision or hearing are taken into account.

MEASURE: It is ensured that the organisation's facilities are accessible and easy to reach. Ensuring accessibility in the digital environment. Accessibility is taken into account when acquiring new systems; accessibility in the design of facilities.

PARTIES RESPONSIBLE: Real estate services, IT services, communications.

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Jouni Koski

President, CEO

FT, KTM /Ph.D., M.Sc. (Econ.)

