



AN INCLUSIVE ARCADA

ARCADA'S PLAN FOR GENDER EQUALITY AND EQUAL TREATMENT 2022–2024

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1. Introduction

The purpose of this plan is to draw up the guidelines on an overarching level to promote gender equality and equal treatment within the academic community at Arcada. The goal is for the plan to give students as well as coworkers support regarding the questions which it concerns. Arcada's values are defined as:

*The operational culture is respectful and ambitious
The operational environment is inclusive and encouraging
The operational ways are humane and agile*

One of the goals defined in Arcada's strategy for the year of 2030 is that Arcada should be "an attractive operational environment for all actors, students as well as staff, based on credible quality, competence and openness as well as gender equality and equity."

Our values and our strategy direct our daily work and interactions. They constitute the pillars supporting the work for gender equality and equal treatment at Arcada. As an organisation, we want to show that we in our daily activities take responsibility and aim for the principles of gender equality and equal treatment as defined in this plan. If we feel that values such as gender equality and equal treatment are present in our day-to-day life, it makes our work, learning, and our togetherness more rewarding. We will also feel better and be energized together. As an institution of higher education, our responsibility when it comes to these questions is significant. We educate for working life and society at large and how we work with our diverse student community and questions of gender equality also has effects beyond Arcada.

Arcada also highlights the UN Sustainable Development Goals, which also direct us in our work for gender equality and equal treatment.¹ In addition to this plan, questions regarding gender equality and equal treatment at Arcada are touched upon in Arcada's annual staff and development plan as well as in Arcada's guidelines for the handling of harassment and unfair treatment.

The occupational safety commission has been responsible for developing this plan. The plan was developed in active cooperation with coworkers and the student union ASK. The work with the new plan began with a workshop in May 2021 and a follow-up in October 2021 for students and coworkers. All interested coworkers and students were invited to join the discussion and have had the opportunity to come forward with viewpoints on the current situation and suggestions of change for the new plan. In September 2021, the student union ASK arranged a workshop exclusively for students. In connection with the first workshop in May, it was discussed what gender equality and equal treatment at Arcada entail and which themes would be important to include in the new plan. In the later workshop, the discussion concerning what the focus of the plan should be continued. During the Arcada Day 2022, Arcada's education and inspiration day for coworkers in January 2022, an active dialogue was held regarding focus and concrete measures. The measures that Arcada commits to during the operational period of the plan were defined based on these discussions to ensure that all of us work together for *an inclusive Arcada*.

2. Gender equality and equal treatment at Arcada

2.1 General

2.1.1 Promotion of gender equality and equal treatment regardless of gender identity and sexual orientation

The operations of Arcada center around the notion that every individual shall have equal opportunities, rights and obligations regardless of gender identity. This entails the same opportunities for education, employment, career, and personal development as well as a distribution of work tasks and influence regardless of gender identity. Gender-specific stereotypes and work images belong in the past and Arcada's ambition is to decrease gender segregation regarding both students and coworkers. Arcada strives to disintegrate a heteronormative point of view. This concerns all operations within the higher education institution. At Arcada there are unisex toilets as well as a unisex changing room, but there are also separate male and female toilets and dressing rooms. Arcada strives to take gender diversity into account in all communication and in all systems whenever possible, but Arcada notes that many government reports, which concern Arcada, still require a division into male and female and do not take gender diversity into consideration.

2.1.2 Equal treatment regardless of ethnic background, language, and nationality

Arcada wants to promote ethnic and social diversity. At Arcada we also want there to be many coworkers and students of another nationality than Finnish. For a sense belonging to emerge, it is essential that all actors feel included. Arcada promotes an active use of both Swedish and English in accordance with Arcada's language policy. Moreover, Arcada also strives to promote understanding between people on a wider scale, which is also communicated in Arcada's internationalisation policy. For students and potential applicants, Arcada offers guidance and support for integration in Swedish and English for individuals who want to integrate with Swedish as their first language.

2.1.3 Equal treatment regardless of religion or conviction

All actors at Arcada have the right to their own convictions, religion as well as the right to express their conviction. Arcada requires mutual tolerance and respect regardless of opinion or outlook. On campus, there is a room for prayer and meditation which is intended for all religions and convictions and can be used by all students and coworkers. Representatives for religious bodies are welcome at campus given that the expressed principles are adhered to.

2.1.4 Accessibility at Arcada

Arcada works actively to create, maintain and develop a study and work environment which takes the diversity and differences of people into account, and which enables all actors to function equally in the physical, digital/virtual, psychological, and social environment. Arcada is bound by the EU directive concerning accessibility and digital services. Therefore, Arcada adheres to the national legislation in the area. Arcada strives to use plain language in all its communication to enable all parties to receive information and knowledge of interest. The goal of the measures is that the material which Arcada produces and publishes digitally shall be accessible to everyone, regardless of functional variation or cognitive impairment. The work is continuous and requires that the staff be educated and given support in material production. During 2022, Arcada will draw up an accessibility plan which covers all aspects of accessibility. In the plan, goals and measures will be described.

2.2 Arcada as a work environment

2.2.1 General

Arcada is a multiprofessional university of applied sciences and coworkers have varying work tasks. We all work towards the same strategic goal, the same result, with the same foundation of values and for the same cause. Everyone's contribution is equally valuable because the result always consists of the sum of the parts. We can all learn from each other; coworkers as well as students. This insight is fundamental in an organisation where learning happens on many levels. We want to point out the importance of curiosity and openness in relation to each other and what we are working with. This openness both entails that we listen to each other and that we raise matters for discussion in a respectful way. The organisational culture shall help us work together. At Arcada, we value the wellbeing of our coworkers. Hence, drawing on the expertise within health promotion available in-house and in collaboration with Arcada HR and occupational healthcare, Arcada offers services and support to promote a sustainable worklife.

2.2.2 Equal treatment in recruitment and wage setting

Recruitment

Arcada's strategy 2030 clearly states that *"all recruitment shall take the value of an international profile into account and view diversity as a resource and driving force for quality and thereby for the Swedish in Finland and Finnish society as a whole."*

Arcada monitors the diversity among staff with measurements of gender, nationality, and age. The goal of each recruitment is to find the most suitable person for the position. Simultaneously, Arcada strives to strengthen the diversity through recruitment as well as recruiting sustainably. With sustainable recruitment we mean that the recruitment at Arcada is free of prejudice, planned for the long-term as well as systematised.

Wage setting

Arcada uses the Korn Ferry model for assessing the requirement-level of positions within the organisation. This assessment tool is used to achieve equal pay. With the help of these assessments, reliable comparisons can be made between positions at Arcada and positions at other Finnish companies and organisations at the same level of requirement. Positions are assessed when positions are filled and when coworkers get new areas of responsibility or tasks. Arcada does an annual survey on wages in cooperation with Korn Ferry which is presented and discussed with the cooperations committee and the management group. The purpose of the survey is to identify unfounded differences and to be able to correct and even out any potential anomalies in the long run.

2.2.3 Balance between work and private life

Arcada strives to address all the different challenges that coworkers of different ages and in different life situations face when trying to balance work and private life. Coworkers are to be treated equally in relation to the distribution of work tasks, rewards and advancements in their careers regardless of familial duties or life situation. Familial duties can, in addition to caring for young children, also involve caring for elderly parents or other close relatives. At Arcada, the majority of the coworkers have flexible working hours which makes it easier to balance work life and family life. Many functions are possible to carry out remotely if needed, even though the need for physical presence is very clear in some cases. Arcada supports working remotely in all situations where it furthers the task at hand and is feasible. The exception entails tasks which require physical presence during set work hours. The general guideline, however, is that 40 per cent of work hours are to be carried out on campus.

Arcada has a positive attitude towards parental leave and Arcada supports coworkers who wish to take advantage of these opportunities. Even shorter periods of part-time arrangements due to family reasons are possible provided that the workload allows it. Upon returning from parental leave and any other longer leave (longer than 6 months) a new introduction can be arranged and a mentor can be appointed if necessary. Arcada permits parents of children who are under the age of 10 and who have fallen ill, the possibility of unpaid leave for three days to arrange for the care of the child. If needed, coworkers can request unpaid leave for a longer time than three days for this purpose. Arcada takes older coworkers into consideration by offering flexible arrangements regarding work hours, shortened work hours as well as other individual arrangements if needed and to the extent possible. The experience of older coworkers is invaluable to Arcada as an expert organisation. The goal is that all coworkers, regardless of age, are made aware of and receive support to care for both their work health and work ability. This is to ensure a long and enriching career at Arcada.

2.3 Arcada as a study environment

2.3.1 General

At Arcada, the wellbeing of our students is important. A sustainable student life is supported through a wide spectrum of services. All students at Arcada are to be treated equally and fairly. All information which is central for the execution of studies shall be available in both Swedish and English. Arcada's pedagogical policy highlights Arcada's values and student and learning centred pedagogy. The goal is that the students at Arcada are aware of the UN Sustainable Development Goals, as well as how different values affect society, work communities and individuals. Arcada's aspiration is to support the students' ability to respect the equal value of all humans as well as to act fairly, equally, and inclusively.

2.3.2 Equal treatment in student recruitment

Arcada's strategy 2030 states that *"all recruitment shall take the value of an international profile into account as well as view diversity as a resource and driving force for quality and thereby for the Swedish in Finland and Finnish society as a whole."*

Arcada's admissions criteria and admissions processes are based on and adhere to current legislation. They are continuously reviewed and developed to secure the equal treatment of all applicants. The prevailing gender distribution and imbalance within some sectors on the labour market, with some male and female dominated industries, is reflected in the degree programmes at Arcada. The goal is to achieve a more even gender representation in the degree programmes. In the recruitment of students and marketing, Arcada tries to combat stereotypical views and strives to, for example, attract more female students to the engineering programmes and more male students to the healthcare programmes.

2.3.3 Equal treatment in teaching, counselling and examination

The goal is to develop teaching and studies at Arcada so that gender equality and equal treatment thinking permeates all teaching, counselling and examination and so that all students are made aware of Arcada's values. Arcada offers special pedagogical support to students whose studies are obstructed by learning difficulties, motor, auditory or visual impairments, injury, or illness. All students are offered equal opportunities for counselling and support in their studies regardless of which degree programme they are studying in. A number of degree programmes at Arcada are bound by **SORA** legislation and for these Arcada has both the right and the obligation to require certifications regarding the students' health and ability to function as well as criminal record and the right to revoke or reinstate the study right.

2.4 Zero tolerance against discrimination

Everyone, coworkers and students alike, are responsible for the culture at Arcada being such that every individual is treated with respect, reason and objectively. The goal is that nobody at Arcada is subjected to harassment and that everyone, coworkers as well as students, know how to react in cases of unreasonable behavior, harassment, or conflict. All forms of harassment, discrimination or unfair treatment are actively counteracted and all signs of such phenomena are to be handled immediately. Specific instructions on how to react exist on Arcada's intranet. Arcada takes all reports seriously and is committed to following up on and resolving all cases. Arcada is also responsible for making sure that the person who made the report isn't subjected to retaliation.

At Arcada, both students and coworkers use the electronic tool *Incy* for reporting purposes. In addition to making formal reports with the help of the electronic tool, coworkers can also always point out deviations directly to their manager, to a member of Arcada's occupational safety commission, cooperations committee or to Arcada's HR. A student on the other hand, can besides using *Incy* always point out deviations to Arcada's student representative or the student union ASK's harassment ombudsman. Arcada can give coworkers who are found guilty of harassment, discriminatory behaviour or unfair treatment a note, a written warning or alternatively fire them. Arcada can give students who are guilty of harassment, discriminatory behaviour or unfair treatment a written warning, and in serious and repeated cases expel students from studies for a certain amount of time, for a year at the most.

3. The work for gender equality and equal treatment 2019–2021

Arcada's prior plan for gender equality and equal treatment was in effect during the period 2019-2021. The plan included 18 goals for the three-year period. The plan was regularly followed up by both the occupational safety commission and the management group. To the extent that the goals were not achieved, they have been discussed and in suitable parts they have been considered in connection with the development of this plan. A summary of how well the goals were achieved can be found in annex 2.

4. Focus area for the work for gender equality and equal treatment 2022–2024

The focus of the operational period for this plan is an inclusive and respectful organisational culture which counteracts all forms of discrimination. A key requirement to promote sustainability and wellbeing in the work and study community is to give everyone a chance to

be full-fledged members of it. A new challenge regarding inclusion has emerged due to the remote and hybrid forms of studies and work which are here to stay. We need to find creative and sustainable solutions for creating inclusion and equal opportunities for participation in that context as well.

In connection with the Arcada day in January 2022 the staff has defined which **concrete and sustainable measures** on an organisational, executive, team and individual level to promote inclusion at Arcada during the coming three years. The plan of action from a student perspective has also been discussed with the student union ASK. Everyone has an individual responsibility to contribute in order to achieve the goals of the plan. Annex 3 contains the concrete measures, time frame, person responsible person and indicators.

During the plan's operational period, the goal is to create a greater awareness amongst the actors at Arcada, not only in regard to the existence of the plan or the individual responsibility in relation to the plan, but also to **increase the knowledge of questions concerning gender equality and equal treatment**. As part of this effort, Arcada and Folkhälsan arrange a joint seminar on diversity in work life for the employees of both organisations on 22.3.2022 in connection with Minna Canth day and UN's week against discrimination. The student union ASK has also been invited to the seminar.

Another goal for the operational period of the plan is **to highlight the manager's responsibility and ability to** take preventive measures in connection with reports of discrimination, perceived harassment or unfair treatment.

During the operational period, Arcada will investigate the possibilities to start using **anonymous recruitment**, which means that each application is processed without identifying information until the interview stage. The purpose of this is to minimise subconscious discrimination, for example due to gender identity, nationality or functional variations at the recruitment stage.

At present, there is a skewness partly among principal lecturers and PhDs as a clear majority among them are men, and partly among managers on the administrative side where there is a clear female majority. The imbalance is taken into consideration to the extent possible when new appointments are made.

5. The organisation of work for gender equality and equal treatment at Arcada

At Arcada there is an occupational safety commission, which acts as a cooperation body for matters of gender equality at Arcada. The commission has the overarching responsibility for the development and the surveying of Arcada's plan for gender equality and equal treatment. In the occupational safety commission, there are two occupational safety representative (one ordinary and one vice) who represent the teaching staff and one vice occupational safety representative who represents the researchers and the administrative staff, a gender equality representative, the occupational safety executive, the head of security as well as other

potential experts. The commission manages and raises questions of gender equality at Arcada in cooperation with Arcada's management group.

Arcada's leadership and executives have a special responsibility to ensure that questions linked to gender equality and equal treatment are developed in a conscious and targeted way and to react in cases of deviations from this plan. The rector and the rest of the management group maintain an active dialogue with the student union ASK to achieve the goals which concern the study environment at Arcada. In addition, Arcada's student representative also works to promote the gender equality plan amongst students.

In order for gender equality and equal treatment to be a reality at Arcada, it is, however, required that each member of Arcada's community participates in the work. The attitude and the behavior of each coworker and student is crucial for Arcada to be able to fulfill the goals in this plan on a practical level.

6. Communicating the plan

In order for this plan to work as a tool in the work for gender equality and equal treatment at Arcada, the plan needs to be easily available to coworkers as well as students and both groups need to be actively informed regarding the existence of the plan and the follow up. They also need to be educated in matters of gender equality and equal treatment and to be made aware of methods for reporting deviations. The plan shall be communicated in both Swedish and English. It is to be publicly available on our external website.

Coworker communication

For coworkers, the plan is introduced during the introduction course for new employees as well as in connection with the annual development and operational dialogues. At Arcada's intranet for coworkers, there will also be a short summary of the plan, as well as information regarding the follow-up. Education in matters of gender equality and equal treatment will be further developed during the operational period of this plan.

Student communication

For students, the plan for gender equality and equal treatment is introduced in connection with their general studies or in connection with the material that the students receive during the introductory days at the beginning of their studies. This will be further developed during the operational period of the plan. The plan shall be found on the students' portal called Start as well as on the student's union ASKS's website.

7. Follow-up and assessment of the plan

This plan is created for a period of three years, but it will be assessed annually by the occupational safety commission and by the management group and it will be revised if needed. The work is followed-up within the framework of the annual coworker surveys. The follow-up is also discussed with the management at Arcada and with the board of the student union ASK. The coworkers will be informed regarding any potential changes of the plan on Arcada's intranet for coworkers and the students on the student portal Start.

8. The plan's entry into force

This plan has been discussed by Arcada's occupational safety commission on 11.2.2022 and cooperation delegation on 15.12.2022 and approved by Arcada's management group on 16.2.2022.