

Work Environment and Equal Opportunities Action Plan 2023-2025, Department of Sociology, Stockholm University

This is a living document which is regularly revised and followed up on. A more structured follow-up is made yearly by the work environment and equality group, which consists of representatives for employees, students and PhD students. (More information about the yearly follow-up can be found in *HR-Guiden* on SU:s web site).

The employer is responsible for that the actions in this document are implemented, kept alive and are followed up.

The starting point for the local Work Environment and Equal Opportunities plan should be Stockholm university's Policy for Work Environment and Equal Opportunities (*Arbetsmiljö- och lika villkorspolicy*) and Goals for the Work Environment and Equal Opportunities Work (*Mål för arbetsmiljö- och lika villkorsarbetet*).

Subjects/goals	Examination methods	Results	Priority				Actions	Persons responsible	Follow-up
			1	2	3	4			
Increase the sense of cohesion at the Department	Work environment survey; Development talks	Some free-text answers from the WE survey 2023 indicate that there still are problems with the cohesion between floor 8 and 9					Continue to make best use of the new rooms on floor 8 in order to improve cohesion. Publicise the availability of the room (and other rooms) for people to organise social events (e.g. in the departmental newsletter). Advertise other meeting rooms and meeting room equipment that is available.	The work environment group " "	

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							Support the organization of after-work activities, including by communicating resources that are available (e.g. screens for showing films).	Create group for social activities?	
Monitor and understand work environment	Work environment survey. Gather information and feedback during departmental events.						<p>Continue to organise annual work environment survey during 2024</p> <p>Investigate new methods for collecting information, e.g. qualitative data or via personnel group representatives (similar to the way students and doctoral students are represented)</p>	<p>Head of dept. / WE group</p> <p>Head of dept. / WE group</p>	
Monitor and understand study environment	Study representatives in the work environment group; course evaluations. Teacher forums (lärarlag).						Investigate how course evaluations can be used better for gathering information that provides feedback on the study environment, and how course evaluations can be followed up systematically.	WE Group/Student representatives/Anna Borén	

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	Study environment survey (if possible)						Investigate new methods for collecting information, e.g. qualitative data while preserving anonymity	WE Group	
Create a more inclusive department	Work environment survey. Equality plan.	Some free-text answers from the WE survey 2023 show that there are co-workers who experience inappropriate remarks about ethnicity, and feelings of being excluded because of gender and ethnicity					<p>Revise the Equality plan in order to include more aspects of equality than only gender equality</p> <p>Recommend to include vegan options for Wednesday fika. This can perhaps be included in the list of Kitchen group responsibilities?</p> <p>Support the (self)organisation of safe spaces and other equality and diversity initiatives; the possibility of using safe spaces to provide feedback to the WE group</p> <p>Inform about the new reporting system that will replace SAMIR, and how it can be used to report discrimination, harassment and other work environment problems.</p> <p>Mentorship program for PhD</p>	<p>WE Group</p> <p>Anna Borén</p> <p>All staff</p> <p>WE Group</p> <p>Saemundur</p>	

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							Students and postdocs		
A more attractive physical work environment	Safety inspection (skyddsronnd) Work environment survey	In the work environment survey, there are several remarks about cleaning, broken furniture etc					Examine whether the aesthetic appearance of our premises can be improved in a cost-effective way (e.g. walls, toilets, kitchen on floor 9), and elevator entrances.	WE Group/ Thomas Nordgren	
Increased transparency regarding the department's organization and decision making	Work environment survey.	There are many remarks about the need for increased transparency in the WE survey					<p>Update policy documents in the common folder and create a better and more user-friendly structure to make sure that in particular the order of delegation and other documents that describe our organization are available.</p> <p>Promote a policy that working groups should share information about their work, including meeting protocols</p> <p>Examine how to increase sharing of information from the leadership</p>	<p>TA Staff / WE Group</p> <p>Head of department</p>	

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							<p>group in order to improve transparency</p> <p>Compose a list of opportunities when joining and working at SU (e.g. CEUL, library, ethics support etc.) and provide a 'welcome pack' and/or website of links (including contact information) for new starters, as well as a useful point of reference for all.</p>	<p>Head of department</p> <p>Sæmundur with help from the WE group</p>	
Increased transparency regarding teaching planning	Work environment survey. Faculty meetings.	There are many remarks about the need for increased transparency in the WE survey					<p>Investigate how to increase forward planning regarding teaching and increase transparency on how hours for teaching are distributed.</p> <p>More transparency about how the mentorship program for master students works. (Mentorship should always be voluntary)</p>	<p>Director of Studies</p> <p>Coordinators master's programs</p>	
Avoid and minimise	Work environment survey.						Actively provide information and support to groups who are more	Work environment group, Director of Studies – PhD level	

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work-related stress							<p>likely to experience stress, including</p> <ul style="list-style-type: none"> - Teachers - Postdocs - PhD Students - Gender-related stress - Minority stress <p>Organise focus groups / safe spaces to find out more about the sources of stress and how we can avoid or minimise these</p> <p>Provide support to manage well-known risks of stress in academia (e.g. mentoring and seminars)</p> <p>Follow up on the workshop on academic housekeeping that we did December 2023</p>	Head of department/Föreståndare SUDA	
Reduce language barriers	-						<p>Discuss support for activities for those who are learning Swedish.</p> <p>Facilitate a social lunch tradition, i.e., recurring lunches at certain times and places. For example,</p>	<p>Work environment group</p> <p>Work environment group</p>	

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							<p>continue to support the Pedagogical lunch and Swedish lunch.</p> <p>Improve possibilities for more opportunities for teaching in English (for all)</p>	Director of studies	
Promotion and publicity of resources and events that improve the work environment	-						<p>Provide information on financial resources that are available for events (etc) that can improve the WE</p> <p>Increased recognition and support for those who contribute toward improving the work environment</p>	<p>Head of department</p> <p>Head of department</p>	
Greater support for staff development and networking	-						<p>Support to enable better sharing of academic networks for the benefit of early career researchers</p> <p>Support the formation of research groups at the department</p>	<p>Everyone</p> <p>""</p>	

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							<p>Support for activities that encourage staff to meet and network across organisational subgroups</p> <p>Support to prepare for career development (within or beyond academia), including managing stress at the end of a fixed-term employment (e.g. PhD students, postdocs or professional service staff)</p>	<p>Director if studies for the PhD programme, Heads of dept, SUDA-föreståndare</p> <p>Head of dept/SUDA-föreståndare/Director of studies for the PhD programme</p>	