

## **Policy for a good work/study environment**

Linköping University's (LiU) policy for a good work/study environment shall serve as a basis for LiU's efforts with work environment and health issues. An active and systematic work environment initiative is an important strategic issue for the University and shall therefore permeate all operations. LiU's long-term goals for the work environment are that LiU shall be a developmental and secure work and study space for employees and students. In addition, LiU shall be perceived as an attractive work and study space.

### **Work environment efforts**

LiU shall conduct work environment efforts based on a holistic approach where staff and students will be involved. The basis for the work environment efforts is the joint cooperation agreement that the University signed with both the workers' and the student unions.

The work environment efforts shall be a natural part of all daily operations. In order to achieve a good work and study environment it is necessary that operations are organised so that the staff and students experience the work as meaningful, varied, stimulating and developmental.

Management, employees and students shall work together with a systematic, preventative approach where the operations are examined, upgraded and monitored so that illness and risk of accidents are reduced. Every manager with work environment responsibilities shall prepare an annual action plan to ensure that the necessary measures are taken. Follow ups of the Department's/equivalent's/Faculty's action plans shall be sent annually to the Central Liaison Group (CSG). The group is responsible for compiling and analysing action plans. This compilation is reported for those managers responsible for the action plans being sent in, as well as for University management.

Employees and students are responsible for, not only complying with regulations and procedures, but also being alert to, and immediately reporting, any risks or threats to the work environment. LiU employees shall be equipped to understand their mission in relation to the operation's needs and goals. This requires that employees feel responsible and are competent in their task and also have the opportunity to influence their own work situation and develop their skills. Students should also have the opportunity to influence the content and structure of their studies.

The efforts to create a good work environment shall be conducted with a systematic approach, as covered above, but there are also a number of areas that, to varying degrees, affect the work environment.

The focus of the four areas is described below, that all have an important role in achieving a good work environment for employees and students.

### **Health-promoting work**

LiU shall create the conditions for conducting health-promoting work, as much for employees as for students. The health-promoting work shall endeavour to see that employees and students feel good, are happy in their work and will be focused on reducing the risk of illness and disease. Each manager shall take into account health-promoting aspects when planning activities and motivating their employees to take part in various fitness activities. All employees and students are responsible for their own health and are also responsible for contributing to a good work and study environment.

### **Victimisation**

The work and study environment should be inspiring and the climate characterised by honesty and tolerance. A healthy environment provides space and opportunity for respectful and stimulating dialogue and debate. Everybody should be able to participate on equal terms regardless of age, gender, sexual orientation, disability, ethnic background, religion or cultural and social background.

Victimisation is, under no circumstances, acceptable in LiU. Victimisation is commonly referred to as adult bullying, psychological violence, social exclusion and different forms of harassment.

### **Abuse of alcohol and drugs**

A drug-free workplace and study environment is a prerequisite for a healthy work environment. At Linköping University, it is prohibited to consume alcohol or take drugs at work or while teaching, as well as to appear under the influence of alcohol or other drugs. Abuse of alcohol and other drugs greatly compromise the level of safety and impact the work/study performance adversely. It is therefore the responsibility of everyone, both students and teachers, to be attentive to the early signs of abuse. LiU shall, as an employer, act quickly, forcefully and with consequence against all abuse of alcohol and drugs. LiU shall actively work with alcohol-prevention measures for employees and students.

### **Rehabilitation**

LiU organises rehabilitation work for employees so that the signals and symptoms of illness are noticed early and measures are taken quickly and efficiently. Every manager is responsible to see that the rehabilitation work is conducted in accordance with LiU's rehabilitation process. LiU shall, as far as possible, help an employee suffering from illness. Rehabilitation takes place in cooperation with the employee and is based on his needs and circumstances. The employee is required to participate in his own rehabilitation.

The University has no formal responsibility for students' rehabilitation but, for individual student's special rehabilitation needs, the University's support functions such as student health services, Disability Coordinator and relevant counsellors provide support to enhance the student's possibilities for continued studies.