Policy for a good work/study environment

Visions
Linköping University’s (LiU) policy for a good work and 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 one consequence is that a perspective of health and work environment will be an integral part of and 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 co-workers 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 in which co-workers and students are involved. The basis for the work environment efforts is the joint cooperation agreement that the university has signed with both the employee associations 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 such that co-workers and students experience the work as meaningful, varied, stimulating and developmental.

Management, co-workers and students shall work together with a systematic, preventive approach where the operations are examined, upgraded and monitored so that ill-health and the risk of accidents are kept to a minimum. Every manager with work environment responsibilities shall prepare an annual plan of action to ensure that the necessary measures are taken. The plan of action is to be based on LiU’s overall strategic areas within the work environment, but it is to focus principally on the improvement initiatives of the individual operational unit. Follow up of the plans of action of each department (or equivalent) and faculty shall be sent annually to the Central Liaison Group (CSG). The plans of action for LiU in its entirety are there to be compiled and analysed, and the final report passed on to the relevant operational units and the university management.

Co-workers 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 and study environment. LiU co-workers shall be equipped to understand their mission in relation to the needs and goals of the operational unit. This requires that co-workers feel responsible and are competent in their tasks, and have the opportunity to influence their own work situation and develop their skills. In the same way, students should 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 described above, but there are also a number of areas that, to differing degrees, affect the work environment. The focus of the four areas is described below, all of which play an important role in achieving a good work environment for co-workers and students.
Health-promoting work
LiU shall create the conditions for conducting health-promoting work for co-workers and for students. The health-promoting work shall endeavour to ensure that co-workers and students feel secure, and are happy in their work. The work will take a perspective that promotes a focus on health in which the risk of illness and ill-health at work is reduced. Each manager shall take into account health-promoting aspects when planning operations in which measures to create security are considered, and will motivate co-workers to, among other things, take part in various health-promotion 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 is to be inclusive and inspiring, and the climate is to be characterised by honesty and tolerance. A healthy environment provides space and opportunity for respectful and stimulating dialogue and debate. It is the responsibility of all to ensure that everyone is given the possibility to participate on equal terms regardless of age, gender, gender identity or expression, sexual orientation, disability, ethnicity, religion or other belief.

Victimisation is not acceptable at LiU under any circumstances. The term “victimisation” means to be treated differently than others in a manner that cannot be understood and that is unjust. It is often referred to as adult bullying, social exclusion, psychological violence and various forms of harassment. LiU is to work actively for equal opportunities for co-workers and students.

Abuse of alcohol and drugs
A workplace and study environment free of drugs is a necessary precondition for a good 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 compromises the level of safety and impacts the work/study performance adversely. It is therefore the responsibility of everyone, both students and co-workers, 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 co-workers and students.

Rehabilitation
LiU organises rehabilitation work for co-workers such that the signals and symptoms of ill-health 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 a co-worker suffering from ill-health. Rehabilitation takes place in cooperation with the co-worker and is based on needs and circumstances. A co-worker is required to participate in his or her own rehabilitation.

The university has no formal responsibility for students’ rehabilitation but, for the special rehabilitation needs of an individual student, the university’s support functions such as Student Health, the disability coordinator and relevant study advisers provide support to enhance the student’s possibilities for continued studies.