

17<sup>th</sup> January 2022

## **Summary of the 2021–2023 personnel policy plan for gender equality and non-discrimination of the Finnish Institute for Health and Welfare**

This is a summary of the personnel policy plan for gender equality and non-discrimination of the Finnish Institute for Health and Welfare for the years 2021–2023.

The preparation of the personnel policy plan for gender equality and non-discrimination is based on the Act on Equality between Women and Men (609/1986) and the Non-discrimination Act (1325/2014). According to these Acts, a workplace equality plan and non-discrimination plan are mandatory at all workplaces with at least 30 employees. Their purpose is to set concrete goals and measures for the promotion of gender equality and non-discrimination in matters concerning personnel.

The principles of the personnel policy plan for gender equality and non-discrimination of the Finnish Institute for Health and Welfare are:

- Procedures ensuring equal treatment in appointments and support for career development
- Possibility of reconciling work, family and leisure
- Equality of pay and remuneration
- Equal right to good management and participation
- Equal right to a safe and healthy work community and work environment
- The principles are known and respected in all activities of the Institute

### **Procedures ensuring equal treatment in appointments and support for career development**

Our aim is to ensure non-discrimination, diversity and transparency in our recruitment processes. We promote this goal by adopting recruitment methods that increase personnel diversity. The methods include the use of a diversity clause in the job advertisement, an anonymous competence test, and a critical assessment of the Finnish language skills required for the role. In our recruitment we can implement positive special treatment to promote a diverse personnel structure. We also offer opportunities for work trials and experiment with a model of subsidised work to hire employees with partial work ability. Whenever possible, we favour student interns doing their first practical training in order to enable their graduation.

We also take account of employees' diversity and different language backgrounds in the development of competence, by including training on the Finnish language in the range of training offered to the Institute's personnel. One of our goals is to describe the Institute's career paths for employees in different positions. By this, we ensure that the criteria for career advancement are transparent and our employees know how they can, by developing their own competence, proceed to positions that interest them or more demanding positions. We also promote career opportunities by utilising internal mobility and job rotation in different roles at the Institute.

### **Possibility of reconciling work, family and leisure**

We support the reconciliation of work, family and leisure. For instance, we prepare recommendations aimed at easing the daily lives of our employees. These recommendations include holding meetings between 9 am and 3 pm, keeping Fridays free from meetings, and enabling remote work. We also encourage fathers and the other parent to take family leave and provide management with training on the diversity of families. Management and immediate supervisors ensure that employees have enough time to do their work and can complete their tasks during normal office hours. Managers and immediate supervisors also show a good example in this respect.

We monitor wellbeing at work in the exceptional circumstances caused by the Covid-19 pandemic, especially from the perspective of reconciling work, family and leisure. We take account of different life situations and plans on return to work also, for example by providing employees with a balance of work on premises and remote work, and by enabling flexibility regarding the placement of working hours.

### **Equality of pay and remuneration**

Our aim is to implement gender equality and non-discrimination in the evaluation of employee performance and placement at different complexity levels. We conduct an annual salary survey and review its results, by complexity and position group, from gender and non-discrimination perspectives. We monitor the trends in women's and men's personal wage components with regard to different complexity levels. We also draw up a plan to rectify problems that have been identified. The management team monitors the results of salary surveys and the implementation and impact of development measures taken. Salary statistics and information about management and personnel, reviewed from the gender and non-discrimination perspectives, is also available on the Institute's intranet.

We compare positions at different complexity levels with one another, as part of the career path work, to ensure that the complexity levels of employees in different occupational

groups have been assessed in a mutually equal manner. We also monitor career development and pay according to gender, native language and country of birth.

### **Equal right to good management and participation**

Every member of our personnel has the right to good management and equal treatment at our Institute. The procedures of equal and non-discriminating personnel management are regularly discussed at our Institute's management forums, and immediate supervisors implement these principles in their own activities. Value-based management principles are also taken into account in the guidelines and implementation of management. We develop our competence related to consideration of invisible minorities (such as sexual minorities and mental health rehabilitees), and take action on the basis of identified areas of development.

We evaluate and develop management on a goal-oriented basis. We collect annual feedback on management that gives us information about the need to develop management skills, and we can provide our managers with the support they need to improve in their work. We also organise an annual Being a manager at THL programme, aimed at enhancing the management culture of our Institute, developing the participants' management skills and offering a place for dialogue related to management. New managers are provided with induction in the position, and people in management positions are provided with peer support.

### **Right to a safe and healthy work community and work environment**

Our work culture is inspiring and interactive and respectful of everyone. Everyone is required to act in accordance with our values and shared guidelines. We organise the Working at THL programme in which we coach all our employees to act in line with THL's common principles, values and procedures and in a way that is respectful of others. We intervene in harassment and inappropriate conduct, and develop feedback channels through which such matters can be reported. Summaries of such reports are discussed at management team meetings.

We also invest in the welfare of our international personnel by, for instance, drawing up guidelines on language aware work. The purpose of language aware work is to enable specialists to work with developing skills in the Finnish language. Language aware work means that participants at meetings can flexibly use both Finnish and English.

Our Institute also has an International THL network in English, designed in support of our international experts, whose operation will be made a permanent function. We also plan to translate key personnel administration guidelines into English.

Our goal is to ensure that our employees know how they can promote gender equality and non-discrimination through their own actions. We aim to have 80 per cent of our personnel complete the basics of equality and non-discrimination training in e-Learning by the end of 2023. This goal also applies to institutes in THL's branch of administration.

### **The principles of equality and non-discrimination are known and respected in all activities**

The principles of promotion of gender equality and non-discrimination are taken into account in the operation of our Institute, and their realisation is monitored. We monitor and assess the progress of our personnel policy plan for gender equality and non-discrimination regularly, at our Institute's various management forums and in the management team. We keep personnel up to date on the progress of the plan by describing it on the Institute's intranet and in the Director General's information events.

We will review the professional titles at our Institute and make them gender neutral. This means, among other things, eliminating titles ending with the word "mies" (man) in Finnish, and by replacing the title for immediate supervisor "esimies" with gender neutral alternatives "lähijohtaja" or "esihenkilö". We also utilise a checklist on equal communication and tips on more gender-aware communication in the Institute's internal and external communications. We also train our employees on performing equal and more gender-aware communication and include training on the subject in induction events for new employees.

We monitor realisation of the principles of promotion of gender equality and non-discrimination. The government's personnel survey (VMBaro) has been supplemented with claims relating to gender equality, non-discrimination and diversity, and we analyse the results from gender perspective, for instance. We update claims associated with these perspectives annually, if necessary. Based on VMBaro's results or other feedback, we implement a separate equality and non-discrimination survey directed at personnel besides VMBaro, as necessary. We also determine what kind of competence on questions of equality and non-discrimination is needed in different positions, and plan the required development measures on the basis of this information.