

# PLAN FOR EQUALITY AND EQUAL TREATMENT

## 2019-2021

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## 1 Introduction

The purpose of the equality and equal treatment plan is to provide Novia University of Applied Sciences (later only Novia) with tools to target gender equality between women and men and ensure equal treatment and prohibit discrimination during the planning period 2019-2021. The promotion of equality and equal treatment is part of the entire university's activities, preparation and decision-making and is therefore an obligation for every member of the higher education community. However, the university's management and persons in the managerial position bear a special responsibility for the work on gender equality and equal treatment being carried out in a conscious and purposeful way. Novia's management should also maintain a good dialogue with the Novium Student Union in order to achieve the goals relating to the study community in the plan.

Novia's equality and equal treatment plan is an overall instrument for drawing up the guidelines for the university's equality and equality work. The work is concretized annually in Novia's business and financial plan and is followed up in the activity report. Gender equality work follows accepted principles for quality development. The goal is that everyone, students and employees, belong to the higher education community and are aware of equality and equal treatment practices.

Planning of equality and equal treatment is an important part of the work for all kinds of equality and ways of equal treatment in working life. The issues of equality and equal treatment are regulated in multiple pieces of legislation. The realization of gender equality increases the well-being of the work and the sense of justice of the workers and thereby strengthens the work motivation. As a result, increased gender equality can affect staff productivity and the organisation's competitiveness.

The main points addressed in this plan are in accordance with the requirements of the Equality Act (Act on Equality between Women and Men) 1986/609, updated as per 1329/2014 and the Discrimination Act (2014/1325).

## 2 Equality

### 2.1 The legal basis of gender equality work

The aim of the Gender Equality Act<sup>1</sup> is to prevent discrimination on the grounds of gender and to promote equality between women and men and to improve the position of women, especially in working life. The Act also aims to prevent discrimination on the grounds of gender identity or expression. Moreover, the Act provides for obligations to promote equality. The Act is generally applied in all social activities and in all areas of life.

*"No one may, without acceptable reason, be discriminated against on the grounds of gender, age, origin, language, religion, belief, opinion, state of health or disability or for any other reason relating to his or her person.*

*[...]*

*Gender equality in social activities and in working life is promoted according to what is more specifically stipulated by law, especially with regard to remuneration and other conditions of employment.<sup>2</sup>"*

*The plan emphasizes Sections §§ 6, 6a, 6 b, 6c, 7 and 8 of the updated legislation.*

In all their activities, the authorities shall promote equality between women and men in a targeted and planned manner, and create and consolidate such management and approaches that ensure the promotion of equality between women and men in the preparation of cases and in decision-making. Above all, the conditions that hinder gender equality must be changed.<sup>3</sup>

Authorities and educational institutions and other communities responsible for education and teaching shall ensure that women and men have equal opportunities for education and advancement in the profession and that teaching, research and teaching aids support the purpose of the law.<sup>4</sup>

The Gender Equality Plan aims to promote gender equality at Novia. The common goal of gender equality work at Novia is that the staff and the student's work and study environment provide equal opportunities to develop. The Gender Equality Plan is a public document and is available on Novia's website. The plan is drawn up for three years at a time and is revised annually by occupational safety. In connection with

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<sup>1</sup> Act on Equality between Women and Men 609/1986 1§,

<sup>2</sup> The Constitution of Finland 6 § subsections 2 and 4.

<sup>3</sup> Act on Equality between Women and Men 609/1986 4§, Dec 30, 2014/1329

<sup>4</sup> Act on Equality between Women and Men 609/1986 5§, Dec 30, 2014/1329

the annual audit, the entire staff is informed of the changes. All new employees receive information about the plan and the goals of the gender equality work. The plan can be incorporated into the educational plan or any other plan at the institution.

## **2.2 Objectives and principles for gender equality work at Novia**

Gender equality is a goal that Novia undertakes to promote in all its activities. Discrimination on grounds of gender is not accepted. Gender equality is generally understood to mean the equal rights, obligations and opportunities of women and men. Equality is, above all, a matter of justice. The goal is that women and men have the same rights and the same access to opportunities. Gender equality can also be seen as a socio-economic necessity and a quality factor. As everyone is given equal opportunities to develop and everyone's resources are utilized, the end result is better. Experience has shown that gender equality is not achieved without targeted measures and that development does not of itself go in the right direction. Gender equality work is an ongoing process that must be followed up continuously. The reward is that the entire organization benefits as everyone's resources are better utilized and the working environment is improved.

The purpose of a university of applied sciences is to offer such higher education for professional-oriented expert assignments that are based on the requirements of working life and working life development, as well as research and artistic and cultural starting points, and to support students' professional development. The universities of applied sciences will also conduct applied research and development and innovation activities that promote vocational college education, promote working life and regional development and renew the business structure in the region, as well as conduct artistic activities. When the university of applied science fulfills its tasks, it should promote lifelong learning<sup>5</sup>. Novia has a national responsibility in higher education in Swedish<sup>6</sup>. Gender equality work helps Novia to achieve these goals.

## **2.3 The organization of gender equality work**

At Novia there is an Occupational Safety Committee including two councils from each of Novia's places of operation (Vaasa, Jakobstad, Turku and Raseborg). The Occupational Safety Committee is a

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<sup>5</sup> Universities of Applied Sciences Act Nov 14, 2014 § 4

<sup>6</sup> From the Mission of Novia

collaboration body for gender equality issues within Novia. This means that the Committee handles and runs gender equality issues within Novia. Matters are recorded and followed up but can, if necessary, be delegated for investigation to other persons or groups within Novia.

The Occupational Safety Committee consists of representatives of employers, employees and students and thus meets the law's requirements for representation. The Occupational Safety Manager is Novia's equality representative. The student representative in the Occupational Safety Committee is appointed by the Student Union's Board. At the same time, the student representative in the Occupational Safety Committee is an equality representative for students.

Any remarks or suspicions about discrimination or lack of equality are primarily addressed to the Occupational Safety Committee what it comes to staff. Students are primarily directed to the Equality representative appointed by the Student Union Board. In addition, matters of a sensitive nature can be addressed to the representative for gender equality or Occupational Safety Manager.

#### **Distribution of tasks and responsibilities**

the Occupational Safety Committee:

- compiles the annual follow-up reports included in the activity report
- prepares the annual revision of the equality plan on the basis of section 5 of the Act on Equality between Women and Men
- responsible for the plan being published and disseminated at the campus
- Receives requests for inquiries, surveys, complaints, inquiries regarding gender issues
- Provides advice to management and acts as an advisory body on issues of gender equality on a general level
- Provides information on current issues concerning gender equality
- Follows with statistics on sick and parental leave
- Initiates staff training on gender equality issues

**Gender equality representative and students' equality representative:**

- handles complaints and inquiries and passes them on to the Occupational Safety Committee if necessary
- provides information about current issues concerning gender equality

**Foreman:**

- addresses issues of gender equality in the annual performance appraisals with the employees
- compiles a report to Occupational Safety Committee on what has emerged in the talks, which contravene the principles of equality

**Principal:**

- appoints the gender equality representative
- approves the annual revision of the Gender Equality Plan

## 2.4 Novia as an employer

Novia's full-time work force consisted of 289 persons (Dec., 12, 2018) of which 60,9 % were women and 39,1 % men. On December 31, 2017 was the number of fulltime work force 284, of which 59,5 % women and 40,5 % were men. A more detailed account of women and men in different lines of businesses can be seen in Appendix 1.

Novia works for promoting equality by setting the following goals:<sup>7</sup>

1. Promote that vacancies are sought by both women and men
2. Promote an even distribution of women and men in different tasks and create equal opportunities for women and men to advance
3. Promote equality between women and men in terms of employment conditions, especially pay
4. Develop working conditions so that they are suitable for both women and men
5. Make it easier for women and men to reconcile work and family life, especially by attaching respect to the work arrangements
6. Work to prevent gender discrimination

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<sup>7</sup> Act on Equality between Women and Men 6§

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According to the Act on Equality between Women and Men, discrimination can be direct or indirect. In order to counteract discrimination, Novia strives for transparency in hiring, setting salary and employment conditions, distribution of work duties, staff benefits and other similar situations. Novia reports in writing on its procedure if an employee considers himself or herself to be sexually discriminated.<sup>8</sup>

#### **2.4.1 Recruitment**

A vacancy or a degree place must not be advertised as vacant to be applied for by men or women only. An open and transparent staff recruitment at Novia enables equality. Novia's goal is to achieve an even gender distribution in all staff categories. Prior to new hires, the employer's need for labor is documented in a profile description made by the foreman and the principal. The profile description is indicative when hiring.

#### **2.4.2 Pay**

Novia follows an equal pay policy. In the evaluation of the requirements of the data, equal treatment of women and men is applied, but also that different staff groups, ages and working groups are taken into account. The employer submits a report to the employee about the grounds for the salary and other necessary information to be assessed against wage discrimination.<sup>9</sup>

In order to fulfill the principle of equal pay for equal or equivalent work, Novia follows a purposeful planning with both short- and long-term goals, taking into account the financial resources. Novia applies a pay system where the level of requirements, personal qualifications and achieved results are the guideline. Eligibility, qualifications, responsibilities, duties and results form the guiding foundation. A survey of wages and salary differences can be seen in Appendix 2.

#### **2.4.3 Reconciliation between work and family life**

Novia has a positive attitude towards parenthood and strives to enable a work-life balance for workers with young children, parents or close relatives in need of their care. Everyone is informed about their rights and obligations regarding sick leave, opportunities for family leave, other leave for family reasons and other absences. Novia encourages fathers to exercise their right to shared parental leave.

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<sup>8</sup> Act on Equality between Women and Men 10§

<sup>9</sup> Act on Equality between Women and Men § 8

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In performance appraisals, equal attention is paid to the working conditions of women and men and the development of the work. When evaluating career development, it is appropriate to take maternity, paternity, parental and child-care leave. Family leave during the year 2018, Appendix 3.

#### **2.4.4 Knowledge and career development**

Novia promotes women's and men's opportunities for different positions and gives them equal career opportunities.

#### **2.4.5 Gender equality as a part of all decision making**

In accordance with the requirements of the Gender Equality Act, Novia consistently follows the principle of gender mainstreaming in all decision-making, at all levels and at all stages of the decision-making process. The Equality Act is an important instrument for promoting gender equality and means that the structures and practices of the administration are developed so that the equality objectives are taken into account in the preparation and implementation of all decisions.

If a body exercising public power or a government office, an institution or a company with a municipal or state majority has an administrative council, a board of directors or another management or administrative body consisting of elected representatives, the body shall have an equal representation of women and men, unless special reasons speak for something else.<sup>10</sup> This also applies to the activities of the university of applied sciences.

### **2.5 Novia as a studying environment**

Novia provides a work environment and study environment for staff and students. At Novia, there are (September 2018) 4004 enrolled students, of whom 54% are men and 46% are women (Appendix 4).

A conscious mindset of equality should permeate Novia's activities on all levels. According to the Act on Gender Equality Between Men and Women, equal opportunities for education and advancement in the profession are given and that teaching, research and teaching materials support the purpose of the law. This obligation applies to all the bodies that arrange education and teaching in the admission of students, the organization of teaching, the assessment of student performance or in other activities of the educational institution or association, put a person in a less advantageous position than others because

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<sup>10</sup> Act on Equality between Women and Men 609/1986, Dec 30, 2014 § 4a

of gender or otherwise meets him or her in the manner referred to in 7 §.<sup>11</sup> Upon request, an educational institution or other association providing education and training shall without delay submit a written report on its procedure to a student who considers himself or herself to be discriminated.<sup>12</sup>

A vacancy or a study place may not be advertised as vacant to be applied for by women or men only, if there are no acceptable reasons for the nature of the work or task. The internal study environment at Novia is matched by a teaching ambience that takes into account gender issues.

The Equality Act stipulates the obligation of educational institutions to draw up a gender equality plan in collaboration with representatives of staff and students, where special attention should be paid to equality being met when students are accepted, teaching is organized and study performance is assessed, as well as measures aimed at preventing and removing sexual harassment, because of gender.

The situation in the labor market is reflected in the gender distribution of the different educational programs at Novia. The strong division into male- and female-dominated industries reflects that gender equality has not yet been achieved in the labor market. Appendix 4: Distribution of students according to educational field.

### **2.5.1 Marketing and student recruitment**

Novia seeks to counterbalance stereotyped perceptions of gender-marked industries in the marketing and recruitment business. Prospective students are informed about the opportunities to apply to professions where their own gender is a minority. Novia has a purposeful gender equality collaboration between information, marketing, recruitment and promotional tutoring. The goal is to achieve a more even gender distribution in Novia's education program.

### **2.5.2 Admission and assessment of students**

When admitting and assessing students, weight is attached to a gender-neutral assessment.

### **2.5.3 Arranging of teaching**

Novia wants to pay attention to gender issues both in teaching, supervision and in connection with the examination procedure. Novia attaches importance to gender issues when choosing teaching methods and teaching materials. In order to encourage education for gender equality, Novia's educational strategy

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<sup>11</sup> Act on Equality between Women and Men 609/1986, 3012.2015 §§5,5a

<sup>12</sup> Act on Equality between Women and Men 609/1986 8 b§, 15.4.2005 § 10 a

includes gender equality aspects. A student at Novia acts in an environment that recognizes gender equality and actively works for gender equality. Whether a student is a woman or a man is irrelevant what it comes to the success of the studies.

## 2.6 Sexual harassment

According to the Gender Equality Act, discrimination can be considered to exist if an employer lays off or in any other way harms a person after invoking the rights and obligations referred to in this Act or participating in the investigation of a gender discrimination case.<sup>13</sup>

Discrimination according to the Act is considered to exist if an employer, after learning that an employee has been subjected to sexual harassment or other harassment on the grounds of sex, fails to take the measures available to prevent harassment.<sup>14</sup>

Sexual harassment can occur in the form of:

- sexual allusions, both verbal and nonverbal
- sexual comments about appearance or privacy
- suggestions or demands on sexual acts or intercourse
- conscious sexual touch or rape

Sexual harassment is unacceptable and violates the individual's right to integrity and self-determination. It is the vulnerable party who decides how the behavior should be interpreted. The person performing the action cannot refer to the intent of the behavior. If the behavior continues despite the victim making it clear that the behavior is unacceptable, it is interpreted as sexual harassment. In case of serious sexual harassment, it is sufficient to report the perpetrator once. Harassment can take place by telephone, over the Internet or in the immediate presence of the victim.

Sexual harassment based on gender can occur in the form of:

- derogatory and debilitating talk about the opposite gender
- Bullying based on the sex or sexual orientation of the victim

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<sup>13</sup> Act on Equality between Women and Men § 8 a

<sup>14</sup> Act on Equality between Women and Men § 8 d

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The goal is that no one within Novia's staff or students is subjected to sexual harassment and that no one among Novia's staff or students carries out sexual harassment.

Together with the Students' Union Novium, Novia is responsible for ensuring that both staff and students know what is meant by sexual harassment and how to act on these issues. The treatment of sexual harassment takes into account the power and dependency relationships that are built into Novia's structures, such as in the student - teacher and foreman - relationships subordination. This is especially important to keep in mind when Novia's foreign students with different cultures and background are informed about their legal protection in discrimination and harassment issues.

### **3 Equal treatment**

#### **3.1 The legal basis of equal treatment**

The goal of the Discrimination Act (Dec 30, 2014/1325)<sup>15</sup> is to promote and secure equal treatment and to make legal protection more effective for those who have been discriminated against in such discrimination situations that fall within the scope of the law. The Discrimination Act has its roots in the Finnish Constitution, which states that everyone is equal before the law. No one may, without acceptable reason, be treated differently on grounds of gender, age, origin, language, religion, belief, opinion, health status or disability or for any other reason that applies to his or her person.<sup>16</sup>

According to the Discrimination Act, authorities in all their activities must systematically promote equal treatment and establish such administrative practices that ensure that equal treatment is promoted when matters are prepared and decisions are made. In particular, authorities must change the circumstances that prevent the attainment of equal treatment. Nor can anyone under the law be disadvantaged or treated in such a way that he or she suffers from adverse consequences because he or she has made complaints or taken measures to ensure equal treatment.

In order to promote equal treatment at Novia

- especially the managers should be made aware of the equal treatment plan and apply the plan when recruiting and hiring staff

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<sup>15</sup> Discrimination Act 1325/2014, § 1

<sup>16</sup> Constitution of Finland 731/1999, Section 2, 6§

- The Head of Administration should be responsible for informing
- this plan should be followed up continuously within the framework of Novia's quality work

### **How is discrimination, harassment and bullying defined?**

Discrimination can be direct or indirect, it can be expressed as harassment or as exhortation for discrimination.

**Direct discrimination** - means that someone is treated less favorably than anyone else has been treated or would be treated in a comparable situation.

**Indirect discrimination** - it means that a seemingly neutral regulation or an apparently neutral criterion or procedure is particularly disadvantageous to someone when comparing to others, unless the regulation, criterion or procedure has an acceptable objective, and the means to achieve that objective are appropriate and necessary.

**Harassment** - is the violation of the dignity and integrity of a person or group of people to create a threatening, hostile, humiliating, or aggressive mood. Harassment can be defined as unwelcome, unwanted and unilateral physical or verbal behavior whose consequences are always negative to the victim. What is perceived as harassment depends on the person's own perception. Through harassment, the individual's right to self-determination and dignity is questioned. Unlike harassment which often consists of individual acts, bullying involves repeated offenses against a person over a long period of time.

Novia strives for zero tolerance, i.e. to prevent and impede the occurrence of all types of discrimination, harassment and bullying. Harassment interferes with work and studies, reduces motivation and can destroy the community. Serious harassment can lead to health problems, sick leave, a delay in studies and work or even a need to change workplace or study place.

### **What is not discrimination?**

The Discrimination Act mentions five different points, which are not considered discrimination:

- the exercise of public power or the performance of public administration duties
- the conditions for independent occupation or business activity or support of business activities

- obtaining education, including specialist training and retraining, or vocational guidance
- membership or participation in an employee or employer organization or in other organizations where members carry on a particular profession, or benefits provided by such organizations
- distinctive treatment based on ethnic origin

The Act does not prevent such special measures, the purpose of which is to achieve actual equal treatment to prevent or alleviate inconvenience caused by discrimination, according to the grounds of discrimination mentioned in the Act. The positive distinction should be proportionate to the goal pursued. Achieving actual equality is about changing attitudes and this can be achieved through conscious action in each election so that discrimination and inequality can be avoided.

### **3.2 Novia as a working and studying environment**

Novia provides a collective work and study environment for staff and students. A conscious mindset of equality should permeate Novia's activities on all levels. This means that equality issues should be taken into account in all activities, such as information dissemination and marketing, personnel policy and recruitment, decision-making and meeting practice, and elections. At Novia, an atmosphere should be maintained, where people belonging to different minorities feel welcome.

Novia should promote the opportunities for employees and students to develop their skills. Employees' knowledge, experience and interests in teaching, research, administration and other work should be utilized. Novia offers all employees and students a stimulating and safe studying and working environment. Employees and students are responsible for not creating a negative atmosphere through their activities or comments.

All employees and all students are responsible for their behavior. Each employee is responsible for ensuring that he or she does not commit discrimination, for example, in the distribution of work, in assessing study performance or in supervising students. All employees and students should be treated with the same respect. There is reason to remember that the experience of discrimination and harassment is personal, which is why it is important to behave respectfully in all contexts. Although everyone shares the responsibility that discrimination should not occur at Novia, employees in managerial positions bear a special responsibility for maintaining a non-discrimination working

environment. The staff should set a good example. When an employee or a student feels exposed to bullying, discrimination or harassment, it is important that the case is brought forward. Instruction can be found in the manual for prevention and management of bullying in the workplace.

A student who has been discriminated against should first contact the Student Union Novium's harassment representative. The student advocacy secretary serves as the harassment representative of Novium. Students can also turn to the student pastor and to the student health care system.

### **3.3 Disability, health condition and medical history**

In order to promote equal treatment, the person who performs a job or arranges education, if necessary, takes reasonable steps to enable a person with a disability to gain access to work or education, and to enable him to cope with his work and be able to advance in working life. Some illnesses can cause prejudice or fear, which can lead to discrimination. Novia strives for everyone in their work and studies to have the same rights and opportunities regardless of disability, illness or health condition. Health conditions or medical history must not lead to discrimination. An accessible university of applied sciences means that a person, regardless of special characteristics, can function equally in the physical, mental and social environment.

Disability refers to lasting physical, mental or social limitations of a person's ability to function in relation to their environment. It can, for example, apply to disability, visual or hearing impairments, speech and learning difficulties, developmental disabilities, mental illness or other illnesses. Disability should not mean restricted access to work, education or spaces. In particular, the Act emphasizes the ability of persons with disabilities to participate in the activities, including those organized in addition to working hours and studies. The opportunity for disabled people to participate in study life on equal terms should be sought in all respects. The work community should also be responsible for taking into account disabilities when arranging activities that are outside the work or study environment.

When recruiting people for positions, disability, health status, illness history or appearance on unreasonable grounds must not affect the decision, nor can students be denied a place of study for such reasons. If changes in the state of health affect how the tasks can be performed, they must first be discussed with the person in question individually.

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There are a number of programs that are covered by SORA legislation and for these exams, the training provider has the right to request a certificate of student health and functional ability, to request extracts from criminal backgrounds and the right to withdraw or restore study rights. The educational organizer is obliged to inform about SORA and the special health conditions requirements set in certain programs.<sup>17</sup>

The deans take special measures when people with disabilities participate in teaching, research and other work and for students who wish to participate in entrance exams.

In order for Novia to become an accessible university for all and to prevent discrimination on the grounds of disability, health status or medical history, Novia's physical, mental and social accessibility should be improved by addressing deficiencies that appear through notifications, in work climate studies and equality mapping conducted by the deans together with the occupational safety manager.

### **3.4 Ethnical background, language and nationality**

Discrimination legislation provides preconditions for persons of a different ethnic origin than Finnish to work and study without being discriminated against. Novia is an international place of work and study with individuals of different origins, nationality, cultural backgrounds and languages. Novia works actively for a working and study environment that is characterized by diversity and openness to different cultures. For Novia to be a pleasant place to work and study, it is assumed that everyone is treated equally. At the same time, Novia continuously strives to be an internationally recognized university, which means that Novia is increasingly developing in a multicultural direction.

Racism, which can manifest itself in the form of prejudice, discrimination, negative attitudes and degrading behavior towards ethnic minorities, immigrants and foreigners, is something that does not belong in the university culture. Anti-racist activities and the general promotion of diversity and openness should permeate Novia's entire business.

Novia's most important information concerning foreign students and employees is provided in English. Essential information of a lasting nature, as well as information concerning the legal and employee protection of staff and students, is issued in Swedish and is provided with an English summary.

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<sup>17</sup> Universities of Applied Sciences Act, Nov 14, 2014 § 26, § 33

### **3.5 Religion, conviction and opinion**

Every employee or student has the right to their religion and the right to express their conviction. The Constitution of Finland provides for freedom of religion, conscience and opinion. Novia requires tolerance and respect for the opinions and views of others. Different views on religion, politics or beliefs must not affect how an employee or student is treated or he or she meets other members of the community. Everyone who participates in Novia's activity has the right to express their beliefs or religion and the right to refrain from doing so. Everyone should have equal rights and opportunities regardless of religion or other belief.

### **3.6 Age**

Staff and students of varying ages at Novia are considered an asset. A person's age must not affect how they are treated. Appendix 5. Development of age distribution among staff.

### **3.7 Sexual orientation**

Everyone at Novia should have the same rights and opportunities regardless of sexual orientation. This means, among other things, that employees 'or students' sexual orientation, gender identity or gender expression should not be questioned or forced into exclusion through a unilateral heteronormative perspective. The sexual identity should be seen as the person's private matter. Everyone has the right to tell or to refrain from telling about their privacy, including their sexual orientation or identity. Novia works to prevent prejudice and discrimination against persons belonging to a sexual minority or a gender minority.

More about Novia's work on sexual harassment and gender discrimination can be found in section 2.6.

## **4. Entry into force, follow-up and evaluation**

This equality and equal treatment plan will enter into force on 14 August 2019 when it has been approved by the management group of Novia.

Reporting of the gender equality situation is followed up and audited annually (appendices 1-5):

Appendix 1. Number of employees by gender and line of business as on Dec 31, 2018

Appendix 2. Average salary €/month, Dec 2018

Appendix 3. Reconciling between work and family life, Jan 1- Dec 31, 2018

Appendix 4. Students 9/2018 according to the steering area of the Ministry of Education and Culture

Appendix 5. The age structure among the staff Dec 31, 2018

Appendix 6. Evaluation of measures, Gender Equality Plan 2016-2019 and Equal Treatment Plan, development plans 2016

Appendix 7. Action plan, Equality and equal treatment plan 2019-2021

The equality and equal treatment plan is evaluated at the end of the planning period.

**Sources:**

Discrimination Act 1325/2014

The Constitution of Finland 731/1999

Act on Equality between Women and Men 609/1986, updated 1329/2014

Universities of Applied Sciences Act 932/2014

Appendix 1. Number of employees by gender and line of business as on Dec 31, 2018

Field	Number				Total
	Men	Percentage of men %	Women	Percentage of women %	
<b><i>Teaching staff</i></b>					
Culture (+ music pedagogy)	12	63,2	7	36,8	19
Business Administration	3	18,7	13	81,3	16
Informationsbehandling	2	100	0	0,0	2
Technology	27	87,1	4	12,9	31
Natural resources and environment	6	75	2	25,0	8
Health and social services	2	3,8	50	96,2	52
Service sector (seafaring and beauty)	13	76,5	4	23,5	17
<b><i>Other fulltime staff, staff group</i></b>					
ICT-service	12	100	0	0,0	12
Library	0	0	5	100,0	5
Administration (1 janitor)	4	19	17	81,0	21
Supportive functions for teaching	8	18,6	35	81,4	43
R&D administrative staff	2	13,3	13	86,7	15
<b><i>R&amp;D staff</i></b>	22	45,8	26	54,2	48
Total	113	39,1	176	60,9	289

Appendix 2. Average salary €/month, Dec 2018

	Average salary	Average salary men	Average salary women	women's salary out of men's salary %
Principal lecturer*	**	**	**	
Principal lecturer	5452	**	**	
Senior lecturer and lecturer*	5573	5635	5239	92,97 %
Senior lecturer and lecturer	4730	4668	4751	101,77 %
R&D staff	3437	3655	3295	90,15 %
Administrative supporting staff -group 3	2370	**	2370	
Assistent	2532	2572	2506	97,43 %
Administrative supporting staff -group 5	2754	2862	2727	95,28 %
Dean, foreman	5160	**	**	

\* with recruitment supplement

\*\* too few workers to ensure anonymity.

**Appendix 3. Reconciling between work and family life, Jan 1 - Dec 31, 2018**

	Men	Women	
Maternity leave		4	(52 calendar days in average)
Paternity leave	4		(26 calendar days in average)
Parental leave		1	(229 calendar days in average)
Child-care leave		6	(202 calendar days in average)

**Appendix 4. Students 9/2018 according to the steering area of the Ministry of Education and Culture**

the steering area of the Ministry of Education and Culture	Number				Total
	Men	Percentage of men %	Women	Percentage of women %	
Pedagogical field	34	64,2	19	35,8	53
Art and culture	66	26,2	186	73,8	252
Trade, administration and law	305	60,9	196	39,1	501
Natural sciences	21	51,2	20	48,8	41
Informatics and communication	73	91,2	7	8,8	80
Technology fields	1111	92,4	91	7,6	1202
Agriculture and forestry	77	65,3	41	34,7	118
Health and welfare	162	12,0	1184	88,0	1346
Service sector (seafare and beauty)	311	75,7	100	24,3	411
<b>Total</b>	<b>2160</b>	<b>53,9</b>	<b>1844</b>	<b>46,1</b>	<b>4004</b>

Appendix 5. The age structure among the staff Dec 31, 2018

	Number	
	Total	% of staff
- 29 years	11	3,8
30-39 years	54	18,7
40-49 years	88	30,4
50-59 years	94	32,5
60 years-	42	14,6
Total	289	100

## Appendix 6. Evaluation of measures, Gender Equality Plan 2016-2019 and Equal Treatment Plan, development plans 2016

Actions, Gender Equality Plan 2016-2019	Follow-up 12/2018
During the planning period, a survey is being conducted on gender equality aspects at Novia University of Applied Sciences (Chapter 3)	Not completed.
The salary survey is followed (Ch. 5.2)	Salary surveys have been carried out within Novia, the most recent R&D staff salaries in 2017.
Novia updates personnel strategy (Ch. 5.2)	Updated personnel strategy approved May 28, 2018 and is to be found in intranet.
Further education on gender equality issues in employee leadership and leadership development (Ch. 5.4)	Included as a part of foremen's education on Nov 23, 2018.
Leadership and employee training (Ch. 5.4)	Training for foremen Nov 23, 2018 (collective agreement for the private teaching industry) and 19.12.2018 (labour law). Continuation is planned.
Survey of interest in development (Ch. 5.4)	Made by the foreman in connection with annual appraisals.
The goal is to achieve a more equal gender distribution with Novia's educational program and this is an important goal in accordance with this plan (Ch. 6.1).	The marketing material is aimed at both women and men. The material is designed so that the under-represented gender in an education is also given visibility.
The public relations tour highlights the opportunities to apply to professions where one's own gender is in the minority (Ch. 6.1)	See above.
All programs are prepared to motivate and account for their admissions and assessment procedures in cases of suspicion of discrimination (Ch. 6.2).	The readiness is there.

On staff days, staff are informed about Novia's equality and equal treatment plan (Ch6.3).	<p>Publication / presentation of the plan</p> <ul style="list-style-type: none"> <li>- The plan has been on Novia's intranet since Jan 8, 2016</li> <li>- Presented at the Roadshow January 2016</li> <li>- Presented on staff days Aug 2016</li> <li>- In connection with the presentation of a new staff strategy in March 2018, mentioned in the annex to the staff strategy.</li> </ul> <p>Information on the gender equality plan is also given in the Introduction for new employees GQ AP 10</p> <p>.</p>
In order to prevent harassment, Novia is preparing a program of measures for harassment and sexual harassment, so that staff and students are aware that this is not accepted in the organization and how such cases are initiated and dealt with (Ch7).	Handbook for prevention and management of bullying in the workplace updated Jan 22,2014. A form "Notification of harassment or inappropriate treatment to the employer" has been prepared. Updated Feb 4, 2019.
<b><i>Development goals, Equal Treatment Plan 2016</i></b>	<b><i>Follow-up</i></b>
The managers are made aware of the equal treatment plan and apply the plan when recruiting and hiring staff	<p>The equal treatment plan can be found on Novia's intranet, updated May 22, 2018.</p> <p>Informed on staff days 2016.</p> <p>The plan is taken into account in the recruitment policy.</p>
The admission criteria and procedures take into account the equal treatment plan	In consideration
The physical, mental and social accessibility at Novia is improved by the deficiencies that appear in eg. working climate and study climate studies will be taken into account.	<p>Accessibility recommendation is available on intranet, updated Sept 13, 2013.</p> <p>Improved continuously by the shortcomings that appear in e.g. working climate and study climate studies are addressed. (follow-up in the units' action plans).</p>
The scheduling of the teaching, the organization of group work	In consideration

Appendix 7. Action plan, Equality and equal treatment plan 2019-2021					
Activity	Responsible	Timetable for implementation			Desired effect achieved
		2019	2020	2021	
<b>Novia UAS as an employer</b>					
A new staff survey is being prepared, which also includes issues related to equal treatment and gender equality. The staff survey is conducted every two years, starting in 2020	HR		X		
Leadership training for foremen, including continuing education in equality and equal treatment (has begun 2018)	HR	X	X		
Employee training, including continuing education in equality and equal treatment	Head of Department		X		
At staff days/ Roadshows, staff are informed about Novia's Gender Equality and Equal Treatment Plan and about the handbook for prevention of bullying in the workplace.	HR	X			
A systematic way to follow up on reports of harassment or inappropriate treatment is prepared	Occupational safety manager	X			
It is investigated how working conditions can be developed so that they are suitable for both women and men and so that they do not limit the work opportunities for, for example, the disabled	HR		X	X	
It is investigated how solution models for staff in need of support during the different stages of their careers can be developed .	HR		X	X	
It is investigated how Novia as an employer can make it easier for women and men to reconcile work and family life, especially by attaching respect to the work arrangements	HR		X	X	

Novia UAS as a studying environment					
When designing and updating marketing material, gender equality must be taken into account	Communication	X	X	X	
The public relations tour highlights the opportunities to apply to professions where one's own gender is in the minority	Communication	X	X	X	
All programs are prepared to motivate and account for their admissions and assessment procedures in case of suspected discrimination regarding discrimination	The degree programmes	X	X	X	
The program includes information on equality and equal treatment (included in the information given to students in connection with the start of the studies)	The degree programmes	X	X	X	
Ways to study students' experiences and opinions about gender equality and equal treatment are developed	Novium		X		
Ensuring that statistics and key figures are collected, analyzed and presented according to gender to the greatest extent possible. Preparation of routine for annual follow-up.	Occupational safety manager		X		
The Equality and Equal Treatment Plan is translated into English, after it has been approved by the management group of Novia.	Occupational safety manager	X			