



Karlstad university

# WORKING ENVIRONMENT POLICY

# THE WORKING ENVIRONMENT AT KARLSTAD UNIVERSITY IS MARKED BY

- Trust
- Openness
- Mutuality

At Karlstad University, we trust one another, which means that we can raise an issue and express ideas as well as be open to different viewpoints. By adopting an open approach based on mutual trust and listening, we can share perspectives and experiences in a spirit of reciprocal respect.







The concepts above emerged as keywords in several workshops and discussions in the organization. Bigger print size represents especially prominent words.



## Why a policy on the working environment

The policy clarifies the University's goals on how the working environment should be. A good working environment should promote the health of students and staff, which leads to increased commitment and work satisfaction. The working environment is an important strategic issue, not least in a knowledge organization where involvement and expertise are key factors of success and results. The welfare of staff and students is vital to the quality of university activities and goal fulfilment.

The leadership and co-workership policy also aims to promote the working environment and describes the reciprocal relationship between leadership and co-workership.

## Process

The working environment policy was developed through a bottom-up workshop-based process, ensuring participation and influence, in which employees and heads of departments discussed the key aspects of a good working environment at Karlstad University.

# Goal

The goal is a healthy working environment where staff and students are happy to be and feel engaged in meaningful activities. The working environment should enhance job satisfaction, a sense of community and personal development.

The working environment is characterised by

**MUTUAL TRUST  
THAT EVERYONE DOES  
A GOOD JOB**

**PARTICIPATION  
AND INFLUENCE**

**AN OPEN AND INCLUSIVE  
ATMOSPHERE OF RESPECT**

**PRESENCE, FLEXIBILITY  
AND AVAILABILITY**

**CLEAR GOALS, DUTIES  
AND PRIORITIES**

**COMMUNICATION THAT INCLUDES  
DIALOGUE AND UNDERSTANDING**

**CLEAR INFORMATION ON  
WHERE TO TURN FOR SUPPORT**

**A SAFE, FUNCTIONAL AND  
ATTRACTIVE PHYSICAL  
WORKING ENVIRONMENT**

**ZERO TOLERANCE OF  
DISCRIMINATION  
AND HARASSMENT**

**DEVELOPMENT OPPORTUNITIES  
AND STIMULATING DUTIES**

**WE ATTEND TO ONE  
ANOTHER AND SHOW  
APPRECIATION**

**A USER-FRIENDLY AND  
EFFICIENT DIGITAL WORKING  
ENVIRONMENT**



## **From goal to action**

The goals for the working environment are attained through a clear policy and reciprocal involvement in such issues. All staff and students contribute to a good working environment through their actions.

Issues related to the working environment and health are integrated in performance reviews, meetings, development efforts and in decision-making at all levels of the organisation. The working environment is regularly the object of surveys, followed up in discussions with all staff. Heads of departments are trained in working environment issues and follow instructions on management routines. Goals are attained and health, development and results are promoted through strategic and systematic working environment efforts.

## **Responsibility**

The main responsibility for the working environment rests with the employer, who is also responsible for ensuring active participation on the part of staff, the principal safety representative, and students. Heads of departments, staff members and students have a joint responsibility for respectful conduct and for contributing to achieving a good working environment. Everyone has a duty to participate in activities designed to improve the working environment, follow safety instructions, use the safety protections available, and generally be cautious for the purpose of preventing ill health and accidents.

## **Support and guidance**

All working environment efforts are supported by HR specialists, the occupational health services, the student health services and the safety representatives. Routines and guidance on procedures are compiled and described in the University's Work Environment Manual.

This policy is also available in Swedish at the university website or through the Human Resources Office.

**KAU.SE/EN**

