



## Work environment policy

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### Purpose

The purpose of the Work Environment Policy is to regulate how the union handles the work environment, to define the responsibility roles of various parties and to clarify the union's responsibility towards active members, including how the union handles sick leave for active members and active member care. Active members include those students who have chosen to get involved in the union. The board includes the members who are elected specifically to those positions. The roles and responsibilities of the board and the presidium are mapped out in different parts of the document, and when both are referenced, it is referred to as "the board and the presidium".

### Goals

The union strives for good and healthy working conditions for the presidium, board members and active members. In this policy, the union shall pay particular attention to, but not exclusively, the union's economic policy, gender equality, equal opportunities and diversity.

The union's goal is that the physical and psychological work environment in the activities should, as far as possible, be perceived as safe and healthy primarily for the presidium, and secondarily for active members. The board and the presidium are jointly responsible for this task. The board and the presidium jointly have the right to interpret what a safe and healthy work environment implies. The presidium is obliged to make the board aware if the work environment is not perceived as safe.

The union also strives to contribute to a sustainable engagement for all active members. This means that the engagement should be determined according to the individual's conditions. The conditions for the commitment should contribute positively to a balance between studies, private life and positions of trust. Since engagement in the union is voluntary work for the majority of HTS active members, special consideration should be given to the fact that the work is carried out as an avocation while studies are the main occupation.

## **Work environment**

Work environment entails the physical, organizational and social work environment, for both the paid individuals and for the active members of HTS. The union must relate to current legislation, such as the Work Environment Act (1977:1160) and internal documents regulating work environment issues.

## **Active members**

The union's organization is led by the presidium but consists mainly of volunteering active members. It is therefore crucial that the union has a positive work environment. A positive work environment for the active members means a moderate workload where active members can achieve a balance between study, leisure and engagement. A good work environment also means sufficient opportunities for recovery in relation to one's commitment as well as a positive social environment within the union where a positive attitude imbued with respect is central. The board and the presidium are responsible for ensuring that the office maintains a good work environment for both active members and the presidium. It is also important that active members always have the opportunity to get in touch with the presidium, therefore their contact details should be easily accessible to the active members. The representative assembly and the nomination committee have a shared responsibility to ensure that active members are not elected to positions that contribute to an excessive workload for an active member. The presidium and the union have an overall responsibility for ensuring that active members are not assigned too large a number of tasks or receive too high of a workload during the operational year.

## **Active member care**

The union's organization is composed of voluntary work and it is therefore important that the active members feel appreciated for the work they do. Therefore, HTS should arrange various thank-you activities for the members, both continuously during the semester and at the end of each semester. The union should also offer fika and food on those occasions when members get involved. The union's thank-you activities are administered by the presidium and the board, but an operational responsibility for carrying them out is shared between the board, the presidium and the festivities committee.

Active care also includes the support that active members receive in their respective positions of trust. This support means, among other things, the opportunity for reconciliation and coordination. Furthermore the union should actively work to create a comfortable and respectful environment and there should be an opportunity to come into contact with the presidium or a contact person from the board if desired. The

union will thus provide the active members tools to pursue the work in their position and use their mandates.

### **Course of action when handling workload fatigue or longer-term sick leave of an active member**

If an active member is fatigued or absent due to long-term sick leave, they should primarily be relieved for a shorter period. In such cases, a temporary substitute may be approved by the board. An active member may return to their post upon request, with the approval of the board. If there has been no noticeable improvement during the relieved period, the active member shall be partially eased of workload or have their commitments relieved completely, and this shall be done on the terms of the active member in question. In such cases, the position shall be announced and elected by the representative assembly. The presidium and the board shall encourage and inform an eventual active member suffering from workload fatigue about the Student Health Service or other appropriate health care facility.

### **External contact person**

The board shall initially appoint an external contact person during the operational year. The external contact person must be reachable in situations of crisis if no member of the presidium may be reached. Contact information for the contact person must be updated in the crisis management plan before each operational year. As an active member, you shall be able to reach the external contact person with cases that active member does not wish to involve the presidium in. This may be done through forms on the union's website, and may apply to all types of cases desired to be reported anonymously.

### **Physical work environment**

HTS union office at the Centre for Languages and Literature consists of meeting rooms, offices, and common areas for remunerated as well as active members. The union office should primarily be seen as the presidium's workplace, and secondarily as a space for active members. Active members who wish to book one of the union's premises must contact the presidium with a request.

Keeping the premises clean, accessible, and safe is a responsibility shared amongst everyone who uses premises. This implies that everyone who in any way participates in the union's work is responsible for keeping clean after themselves when they use the union's premises.

People with leading positions in the union who have regulated tasks with access to the office will receive this when they begin their post. This includes board members, head of committees, game master, activities

master, team leader and novice admiral. If other active members need access to the office, a decision on this is made by the presidium.

### **Conflict**

In the event of conflicts within the presidium, the presidium is encouraged to contact the board in the first instance and secondarily to contact the unions' inspector. In the event of conflicts within the board, the presidium should first be contacted and secondarily the union's inspector. In the event of a conflict between members of a committee, the president of the committee shall be contacted firstly, secondly the presidium or the board. In the event of a conflict between a committee president and members of a committee, the presidium or the board shall be contacted.

## The presidium

The presidium consists of three full-time paid persons with different roles of responsibility. The presidium's work often involves a high workload, which makes it especially important that the unions works preventively with the presidium's work environment. This is a shared responsibility between the presidium and the board, as the board has employer responsibility over the full-time remunerated. In order to facilitate the work situation for the presidium, the unions also has a reserve fund that can be used for extra administrative assistance. The reserve fund is regulated by the economic policy. The presidium is also, together with the board, responsible for day-to-day operations, which includes the physical and social work environment. This means that the presidium must keep itself aware of the active member's experiences of their involvement and continuously support the active members in the event of any problems that arise that affect their conditions of their involvement.

## The board

The presidium and the board shall systematically plan, lead and control the activities in a way that leads to the work environment meeting the previously stated goal of a good work environment. The board shall investigate work related injuries or fatigue, continuously investigate possible risks in the work related to the union and take the necessary measures. Measures that cannot be taken immediately shall be timetabled. The board shall, to the extent required by the union work, document the work environment and the work with it. A plan of action shall be created. The board is the employer of the presidium. The board thus has certain obligations towards the presidium, and should be held accountable by the representative assembly in case they fail to live up to these obligations. It is the responsibility of the board to be responsible for the work environment and health of the full-time employees within the organization. The board, in consultation with the presidium, therefore has a responsibility to monitor the presidium's work conditions so that it does not become too large.

## The representative assembly

The representative assembly is responsible for maintaining a sustainable work environment at the union in matters such as elections to the union's positions of trust and current governing documents owned by the representative assembly that deal with these themes. As the union's highest decision-making body, the representative assembly has the right to overturn the board's decisions, including matters related to the work environment and sustainable commitment. The representative assembly also has a responsibility to consider issues of sustainable engagement, work environment and workload when electing members to positions of trust. The representative assembly is advised to consider that a position on the board should not be combined with other positions, but also that other senior positions in the union, such as committee

president, should not be recommended to combine with other assignments. It is also important that the council considers the combination of positions that an active person is applying to, as certain positions have a heavier workload during specific periods.

## **Nomination committee**

The nomination committee, together with the representative assembly, shares a responsibility to consider issues of workload and sustainable commitment when nominating for the union's positions of trust. The nomination committee is recommended to advise that a position on the board should not be combined with other positions, but also that other leading positions in the union, such as committee president, should not be recommended together with other positions. It is also important that the nomination committee considers the combination of positions that an active applicant is looking for, as some positions have a heavier workload during certain periods.