



THE STUDENT UNION OF EASTERN FINLAND

Equality plan

Accepted by board of ISYY 10th October 2018
Accepted by Representative Council of ISYY 24th October 2018

3 *NB: This document is a translation from the original document. This translation is not*
4 *binding; its purpose is only to explain the contents of the original document in*
5 *English. In case there are any obscurities in the translation, please check the original*
6 *document for correct and binding expressions.*

8 **Introduction**

9
10 This is the Equality Plan of the Student Union of the University of Eastern Finland
11 (ISYY). Its purpose is to promote gender equality, non-discrimination, parity and
12 physical and mental safety in ISYY, as well as in the organizations and clubs that
13 operate in its domain.

14 The Equality Plan is a document that guides the actions in ISYY. All operators of
15 ISYY and staff members are required to commit to the Plan. The Executive Board of
16 the Student Union of the University of Eastern Finland has accepted the Equality
17 Plan in its meeting 10th October 2018, and the Representative Council of the
18 Student Union in its meeting 24th of October 2018.

19 The Equality Plan is valid years 2018 - 2022. This Equality Plan revokes the earlier
20 Equality Plan, which was accepted by the Representative Council in 2011.

22 **Basis of the Equality Plan**

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24 Section 6. 1-2 and 4. Of the Constitution of Finland operates as the basis of the
25 Equality Plan:

26 *'Everyone is equal before the law.*

27 *No one shall, without an acceptable reason, be treated differently from other persons*
28 *on the ground of sex, age, origin, language, religion, conviction, opinion, health,*
29 *disability or other reason that concerns their person.*

30 *Equality of the sexes is promoted in societal activity and working life, especially in*
31 *the determination of pay and the other terms of employment, as provided in more*
32 *detail by an Act.'*

33 The purpose of the Equality Plan is to improve the realization of the constitutional
34 rights in ISYY's domain of actions. As a public corporation, ISYY is under obligation
35 to contribute to equality in society. In addition, the principles of administration must
36 be visible in ISYY's actions, because ISYY is an authority that obeys Administrative
37 Procedure Act (434/2003). These principles are: legality, objectivity, impartiality,
38 moderateness and legitimate expectation. ISYY strives to promote equality in
39 cooperation with public authorities, stakeholders and the University of Eastern
40 Finland. The Equality Plan is in line with other documents such as ISYY's Rules,
41 Action Plan, Strategy and Budget, which guide the actions of ISYY. The Equality
42 Plan operates as a supplementary document for other instructions and acts that
43 guide the actions of ISYY. These Acts and instructions are:

- 44 - The Constitution law of Finland (731/1999)
- 45 - Administrative Procedure Act (434/2003)
- 46 - Act on Equality between Women and Men (609/1986)
- 47 - Non-discrimination Act (1325/2014)
- 48 - Employment Contracts Act (55/2001)
- 49 - Statements of the Ombudsman of Equality
- 50 - Statements of the Non-Discrimination Ombudsman
- 51 - Precedents of the Supreme Court
- 52 - Precedents of the Supreme Administrative Court of Finland.

53

54 **Definitions**

55 In this document, the following concepts are used to indicate situations as described
56 below:

57 *Discrimination*

58 A situation where someone is unfoundedly put to an unequal position due to their
59 age, gender, ethnicity, sexual orientation, opinion, state of health, disability, or
60 another personal attribute.

61

62 *Indirect discrimination*

63 A situation where an ostensibly neutral matter operates as a matter that increases
64 inequality in a way that it favors one person with the other person's expense. This
65 sort of situation could be, for example, a job advertisement tailored for only for a
66 certain person.

67

68 *Positive special treatment*

69

70 The action with which promoting real equality and preventing disadvantages caused
71 by discrimination. Positive special treatment is for example the special consideration
72 of a disadvantaged person and support. Special treatment must be justified and

73 proportionate to the objectives. It cannot in the case of recruitment, ignore the
74 evaluation of the interviewed merits.

75 *Harassment*

76 A situation where a person's privacy, personal space, integrity or working peace is
77 violated by a disturbing and insulting way. Ways of harassment can be considered
78 for example the following:

- 79 - name-calling
- 80 - taking, hiding or sabotaging someone's personal belongings or assets
- 81 - offensive gestures and expressions
- 82 - telephone harassment
- 83 - taking pictures or video of someone with harmful intentions and without asking
84 their permission
- 85 - groundless gossips and false accusations.

86

87 *Sexual harassment*

88 A situation where a person's private space and safety is violated in a sexual purpose
89 and where the person's self-determination is violated without the person's own will.
90 For example, the following can be considered as sexual harassment:

- 91 - obscene gestures and insinuations
- 92 - unwanted touching
- 93 - sexually-oriented messages
- 94 - indecent jokes and comments about someone's body or clothes
- 95 - situations where a person is tried to reduce to a sexual objective
- 96 - situations where a person's self-determination is violated.

97

98 *Bullying*

99 A situation where a person's personal space, physical or mental, is disturbed in an
100 insulting and human dignity or equality demeaning way. Bullying can appear both as
101 a single and as collective phenomenon and its manifestations can be, for example,
102 the following:

- 103 - isolating from a group
- 104 - ungrounded gossips and insinuations
- 105 - sabotaging or hiding someone's personal belongings
- 106 - cyberbullying
- 107 - misuse of dominance.

108

109 *Equality*

110 Treating people always as equals and respecting human dignity, despite of the
111 situation. Equality does not mean that everyone is treated exactly the same way, but
112 that everyone gets an equal treatment despite of their own premises.

113

114 *Racism*

115 Systematic oppression and placing a person to an unequal position. A situation
116 where a person is not considered equal to others due to their origin. Racism can
117 appear as discrimination, dismissive or insulting speech, or as hostile actions.

118

119 *Accessibility*

120 Removing different sorts of physical and mental obstacles that make it difficult for a
121 person to find their way to ISYY's activities. Physical accessibility refers to removing
122 obstacles that restrain a physically challenged person's moving. Mental accessibility
123 refers to a tolerant and healthy operational culture, in which different opinions and
124 attitudes are taken into account.

125

126 *International students*

127 Degree or exchange students from other countries studying in the UEF with other
128 than Finnish or Swedish as their native language.

129

130

131 **Monitoring**

132

133 The manifestation of the Equality Plan is monitored by:

- 134 - reporting gender distribution when selecting officials
- 135 - compiling statistics of harassment cases
- 136 - collecting regular feedback about ISYY's actions, equality and accessibility
- 137 - updating equality plan when environment and law is changed.

138

139 The Executive Board of ISYY is responsible for carrying out the Equality Plan together with
140 ISYY's staff.

141

142 **Equality in ISYY's actions**

143

144 ISYY must promote equality in its own activity as well as in the society.

145

146 Elections

147 The Representative Council appoints an Election Committee for the Representative
148 Council elections. In addition to the duties enacted in the Election Regulations, the
149 Election Committee's duty is to make sure that the elections of ISYY are equal to all.
150 Election Committee's duty is at least to make sure that the announcement of the
151 elections is made accessible and translated in English, voting stalls are arranged
152 unobstructed, election advertising is well-mannered and respectful, and that all
153 representatives of different electoral alliances are offered a possibility of equal
154 representation in the election panels.

155

156 Activity of the Representative Council

157 Activity of the Representative Council must be accessible and objective. ISYY will
158 make sure that the meetings are held in unobstructed rooms and during a time,
159 when it is easiest for the students to participate in decision-making. Representative
160 Council meetings are open for all members. One can watch the meeting online,
161 unless consideration of a matter requires otherwise.

162

163 Electing the officials

164 During the election process of official's discretion and principles of good
165 administration must be followed. In accordance with an established practice, interest
166 to operate in the Executive Board of ISYY can be expressed by writing a motivation
167 letter about one's own will to influence in ISYY. Sensitive matters and irrelevant
168 matters do not need to be mentioned in the motivation letter.

169 The election of officials should aim for heterogeneity. Consequently, the elected
170 decision-making organs should have a gender balance if possible and consist even-
171 handedly of male, female and possible non-binary representatives. The elected
172 decision-making organs must also extensively represent various groups, points of
173 views as well as stakeholders.

174 The Administrative Procedure Act (434/2003) and principles of administration must
175 be followed throughout the election process of Student Representatives of

176 Administration. ISYY's staff members, Executive Board and a possible recruitment
177 group is responsible of the arrangements regarding the election.

178

179 Events

180 Accessibility is an essential theme in ISYY's event organizing. ISYY's events are
181 planned in a good time in cooperation with stakeholders and the ones responsible for
182 organizing the events. The marketing of events must be clear and accessible. An
183 advertisement for an event should say at least what happens, where it happens,
184 when it happens, and if there is an entrance fee for the event. Marketing and
185 advertising should be bilingual (Finnish and English).

186 Events are made accessible so that persons with reduced mobility or other disability
187 are able to participate. In the events substance use or irresponsible behaviour is not
188 encouraged. Persons in charge of the events have a right and responsibility to
189 intervene immediately in inappropriate, insulting or disturbing behaviour or language.
190 Equality Observers will be appointed in the events: their task is to make sure that the
191 equality actualizes in the event. The equality observers will be appointed from ISYY's
192 Executive Board or staff.

193

194 Studying at UEF

195 ISYY works for equality together with the student organizations and UEF's decision-
196 making operators. Any noticed impediments and defects shall be delivered without
197 delay to the ones responsible for the matters in question. Together with UEF ISYY
198 aims to recognize different forms of accessibilities, including physical, mental and
199 social accessibility. ISYY will regularly make a safety and accessibility survey of both
200 campuses together with the University's own organs and public authority that takes
201 care of supervision. Immediate measures will be taken if issues arise from the
202 survey.

203 ISYY aims at the equal opportunity in its societal influencing as well as in its
204 influencing in academic affairs. No one's studies should stop due to their
205 socioeconomic status, gender, nationality, language, disability or other such
206 attribute. ISYY offers help in situations where a student's legal protection is be
207 suspected to have been violated and the student has not received equal treatment.

208

209 **ISYY and organizations**

210 ISYY demands equality and non-discrimination from the organizations and clubs that
211 operate under its domain. ISYY organizes training for its organizations in equality
212 matters, for example, in communications, event organizing and operational culture.
213 ISYY has a right to abstain from giving project grant for an organization, if the
214 organization's actions do not promote equality or that molesting, racism or bullying
215 has repeatedly occurred in its domain. ISYY may also reward an organization or club
216 from good, equality promoting activity.

217 ISYY encourages its organizations to make so called safe space instructions in the
218 club rooms that are administered by ISYY. With these instructions, safe, positive and
219 caring atmosphere can be created in these facilities and as a result make everyone
220 feel welcome. ISYY's student organization godparents or other Executive Board
221 members will cooperate with the student organizations in planning and organizing
222 safe events.

223

224 **ISYY and international students**

225 ISYY makes sure that international students are treated as fully authorized
226 members. Necessary communication will be translated in English.

227 ISYY helps UEF when needed in the arrangements of the orientation for the
228 international students the way needed by international students. ISYY also works
229 with UEF's International Mobility Services as the first contact for incoming students
230 and offers services and help for practical questions about immigration and studying
231 in Finland. ISYY gives information on how international students can participate in
232 ISYY activities and decision-making, and what kind issues student organizations
233 should consider when it comes to international students. ISYY encourages
234 international students to participate in its activities via sections and clubs by
235 translating essential papers in English.

236

237 **ISYY and equality**

238 ISYY promotes accessibility and availability. Age, language, ethnic background,
239 nationality, sexual orientation, political preference or other similar attribute should not
240 be a barrier for anyone for participating in ISYY's activity. ISYY recognizes the
241 diversity of gender and avoids binary (woman/man) opposition, which casts the non-
242 binary and a gender persons out.

243

244 **Harassment**

245 ISYY has a zero tolerance towards harassment and bullying in its domain and every
246 harassment case that comes up shall be taken seriously. In its communications,
247 ISYY encourages its members to inform the Anti-Harassment Contact Persons about
248 all cases of harassment or bullying.

249
250 ISYY also encourages its staff members and organizations to recognize the
251 harassment that happens in its domain. Especially early intervention in unhealthy
252 operational culture helps the organizations to recognize the matters that may cause
253 harassment situations. It is easier to intervene in the harassment sooner than later.

254 In addition to conventional harassing, organizations are encouraged to recognize
255 cyberbullying or bullying in social media.

256
257 ISYY monitors the actions of the organizations operating under its domain. ISYY's
258 Executive Board has a right to reprimand an organization immediately, if racism,
259 misogyny, hate speech or language that demeans minorities occurs in the
260 organizations' events or communications.

261

262

263 **Anti-Harassment Contact Persons**

264

265 ISYY appoints at least two Anti-Harassment Contact Persons from its staff members,
266 one for both campuses. The Anti-Harassment Contact Persons shall represent all
267 conjectural genders. The Contact Persons shall process all contacts confidentially
268 and none of the information shall be given for any third party members. The duty of a
269 Anti-Harassment Contact Person is to operate as an easily accessible support
270 person. They should offer help by a low threshold discussion, organize a conciliation
271 meeting and help with making a possible report of an offence.

272

273

274 **ISYY's communications**

275

276 ISYY takes care of its communications polyphony. ISYY's communications are
277 primarily always bilingual (Finnish and English). Communication must be clear,
278 factual and understandable. All of the essential abbreviations must be written in their
279 full length and the slang words are replaced with standard language expressions.

280

281 In its communications, ISYY aims at gender sensitivity and avoids gender-based
282 stereotypes. ISYY makes sure that its communications are diverse and that the
283 essential important matters are published on more than one communication channel.
284 Consequently, the information can also be found outside the social media. ISYY
285 strives to develop its communications and to make it it is all accessible and

286 accessible for everyone. ISYY needs to format digital content as comprehensible
287 and easy to use. Communication complies with the EU Accessibility Directive.
288 (2016/2102).

289

290 ISYY's communications are accessible and therefore This makes the
291 communications intelligible for everyone. ISYY makes also sure that its
292 communications are accessible for groups with special needs.

293

294 ISYY respects everyone's freedom of speech and opinion in its communications.
295 However, in case racism, misogyny, incitement of the masses, personal insults or
296 other similar actions appear at ISYY's communication channels, ISYY's staff
297 members and elected officials have a right to immediately delete the insulting
298 messages and, if necessary, block the message senders.

299

300 ISYY's communications shall be consistent with the informal communications. ISYY
301 expects its elected officials and staff members to respect ISYY's values also in the
302 social media behavior and communications outside the work or position of trust.

303

304 This is a equality plan's attachment regarding ISYY's action as a employer

305 **ISYY as an employer**

306 In accordance with ISYY's Rules, the Executive Board decides on recruiting,
307 employing and laying off a staff member, apart from the Secretary General. ISYY's
308 Representative Council decides on establishing a new position and disbanding a
309 current position of employment.

310 ISYY follows the Contracts of Employment Act and a Collective Agreement
311 negotiated by the parties that represent the employees and employers of ISYY. If the
312 Collective Agreement is not valid, controversies caused by working will primarily be
313 to solved in negotiations between the parties representing the employer and the
314 employees.

315 Generally, every new position in ISYY will be filled by open recruitment if possible.
316 The Secretary General may use their right for recruitment only due to a special
317 reason, if the matter's urgency or nature demands it. In this case, the Secretary
318 General is required to give a written report to the Executive Board. ISYY's job
319 advertisements will be objective: the position cannot be designed for any specific
320 person. Job advertisements should clearly state the title of the position, nature of the
321 position, what kind of skills and competences are required from the applicant. The
322 job advertisements should also mention the starting salary, the length of the
323 employment, primary location of work and the date when the new employee must be
324 available for the position at the latest.

325 Only the Secretary General, their deputy or the Chair of the Board has the
326 permission to give information about the progress of the recruitment process. The
327 Executive Board members involved in the recruitment should make sure that the job
328 applications are processed with confidentiality. Any information in the documents
329 must not be given to third party members during the recruitment process. The
330 documents shall be destroyed, except elected person, after the decision about
331 recruiting an employee is made. The recruitment documents of elected person must
332 be conserved carefully.

333 Gender, disability, age, political preference or any other similar attribute cannot be a
334 barrier for recruitment. Inappropriate treatment for a worker is often systematic and
335 persistent and can be related to a person or his job. Inappropriate treatment may,
336 however, also be individual or milder acts. Inappropriate treatment is, for example,
337 bullying, neglecting, diminishing, neglecting by gestures or expressions, isolating,
338 threatening, humiliating, discriminating, favoring or abusing the power of the
339 executive. Inappropriate treatment is not, for example, the normal employer's
340 executive work, normal workplace decision-making, different interpretations of work
341 assignments, work community problems among members of the community,
342 employee guidance for occupational health care or occasional differences of opinion.

343 The Secretary General is responsible for acquainting a new employee in their job. In
344 case an employment is dissolved by the employer's motion on the grounds of the
345 trial period, the employee shall be given a clearance about the reasons that led to
346 the dissolving, if the employee so desires.

347 ISYY's staff members shall appoint an occupational safety and health representative,
348 whose duties is to intervene if any workplace bullying, sexual harassment, other kind
349 of harassment or violation of working peace occurs in the domain of ISYY.

350

351 Salary

352 The salary follows the salary scale of the latest valid Collective Agreement. The
353 experience and education allowances are also determined by latest Collective
354 Agreement.