



**SANKT IGNATIOS**  
FOLKHÖGSKOLA

## Working Environment Policy

### Introduction

A good and safe working environment is an important strategic issue for Sankt Ignatios. The goal of the working environment policy is to create a workplace which is stimulating and where members of staff can safely develop their knowledge and skills. We aim to do this by integrating consideration of the well-being of our staff into all our activities and departments and by encouraging leadership which emphasizes safety and well-being. Through Sankt Ignatios' wellness work, our employees are stimulated to promote their own health, and conditions are created for them to be able to do so.

Each department is responsible for creating its own goals for improving its working environment in line with its priorities of that department, while at the same time always taking account of Sankt Ignatios' overall working environment policy.

Sankt Ignatios continually evaluates the quality of the working environment in order to be able to make improvements. Great importance is placed on preventive measures which are taken in close collaboration between management, employees, and health and safety representatives.

We believe that meeting the requirements of legislation and local formal agreements with employees is the bare minimum required of Sankt Ignatios.

The board of Sankt Ignatios, which has delegated the implementation of the Work Environment Policy and day-to-day work to the organisation, has the ultimate responsibility for the working environment. The Rector, Deputy Rector and Team Leader coordinate and run the day-to-day work environment and create a good and safe working environment through the participation and participation of employees and safety representatives.

Knowing the purpose and meaning of their work is fundamental to an employee's good health. It is important therefore that every employee in Sankt Ignatios should:

- Understand the goals and vision of the institution
- Understand their own role and the significance of their work
- Be able to influence their own work situation
- Feel responsible for their work and have the freedom and resources that they need to do it well
- Have the opportunity to develop their skills
- Take responsibility for their own health and well-being

## **A Systematic approach to the improvement of the working environment**

The Swedish Working Environment Act stipulates that an employer must be systematic in their assessment and improvement of the working environment. Sankt Ignatios is obliged to continually assess working environment conditions and to make an assessment of possible risks of accidents and how the working environment might adversely affect the physical or mental health of employees. The Board delegates to the President and Deputy Rector to be responsible for the work environment work. The working environment work is carried out by the dean, deputy dean and team leader.

In the event of cases of ill-health, accidents or serious incidents connected to the workplace, the causes should always be thoroughly investigated. A written description of such incidents should be made annually. The responsibility for this lies with the manager who has delegated responsibility for the working environment in the relevant department.

Every year, each department should draw up a written action plan for scheduled action to improve the working environment. The manager to whom the working environment responsibility has been delegated is then responsible for making sure the action plan is followed.

The responsible manager in each department takes responsibility for resolving specific environmental problems that arise locally as well as for the instruction and training of staff. The departments are also responsible for ensuring that safety regulations are issued and complied with, as well as checking that premises, technical equipment, etc. comply with these regulations. These checks should be made on a regular basis through safety inspections.

## **Sankt Ignatios' working environment focus**

We focus primarily on three areas concerning health and safety in the workplace namely:

- promotion / prevention - before an incident
- guidance and advice – when an incident is about to happen or during an incident
- response – after an incident

### **1. Promotion / Prevention**

At the organisational level the organization should:

- ensure that employees are continually trained to cope with present and future demands
- ensure that organizational changes stimulate employees and provide opportunities for development
- provide leadership which balances the aims of the organization with the needs of employees
- ensure that there is systematic improvement of the working environment
- safety inspections
- sick-leave analysis
- provide training in work safety and health for both managers and employees
- provide information on these issues to employees and managers

At the individual level the organization should provide:

- Stimulating tasks for employees
- Education and development opportunities
- Participation in the national wellness at work scheme
- Visit by ergonomists as needed/requested
- Eyesight examinations as needed

## **2. Advice given before problems arise**

Advice can be sought or given concerning:

- staff problems
- technical consultations on refurbishments
- ergonomic design of workplaces
- contractual and legal issues
- contacts with health and safety authorities

## **3. Responses to work related incidents or problems or issues**

Responses may include such actions as:

- rehabilitation studies; proposals for action and implementation; analyses of health and safety problems and proposals for solutions
- measures in the event of an incident or occupational injuries

## **Information to employers and employees about sexual harassment**

### **What is sexual harassment?**

Over the past year, sexual harassment has been the focus of a widespread global debate. This is particularly true in the workplace. For the Swedish business community, this has meant the need to update routines and clarify internal and external contact procedures for any employee who may be affected.

### **Definition of sexual harassment**

- Unwelcome suggestions or demands for sexual services.
- Unwanted physical contact.
- Unwelcome sexual allusions, glances, whistles, the use of sexually explicit language, pornographic images and derogatory jokes about the gender you belong to.

### Where can you turn?

- To your immediate boss.
- To your safety representative at the workplace.
- To the union.
- To the Discrimination Ombudsman.
- You can read more here: <http://www.do.se/om-diskriminering/vad-ar-diskriminering/trakasserieroch-sexuella-trakasserier/>

Adopted by the Board of Directors of the Sankt Ignatios Foundation on 2020-02-18.

