

Action plan for diversity, inclusion and gender equality for NTNU Social Research

NTNU Social Research's plan for gender equality, diversity, and inclusion was approved by the management group in the spring of 2022.

2022-2026

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Objective

It is NTNU Social Research's goal to be a responsible and attractive employer. We must ensure an inclusive and non-discriminatory work environment that is positive and safe, and which brings out the best in the individual - regardless of gender, ethnicity, religion, functional ability, sexual orientation, gender identity, and age.

prevent discrimination in the workplace.

Our attitudes and action plan commit us to having gender equality as a conscious element in all our activities. The measures in this plan for gender equality, diversity, and inclusion form the basis for the institute's monitoring of the Activity- and Reporting Obligation (ARP in Norwegian). The plan consists of two parts:

→ **We see diversity in the organization as a strength, and gender equality work as something that should not merely address the absence of discrimination, but also represent positive attitudes characterized by respect for and understanding of differences throughout the organization.**

We see diversity in the organization as a strength, and gender equality work as something that should not merely address the absence of discrimination, but also represent positive attitudes characterized by respect for and understanding of differences throughout the organization. Our personnel policy procedures, guidelines, and standards must reflect how we work to ensure that our employees have equal opportunities for work, development, individual accommodation, and promotions.

NTNU Social Research has zero tolerance for all forms of bullying, harassment, gender-based violence, and sexual harassment. The institute has well-established routines to ensure that we prevent all forms of harassment and other unacceptable behavior in the organization. We conduct systematic surveys of any incidents of bullying and harassment, cf. our systematic work with Health, Environment, and Safety.

We will also ensure that gender and diversity perspectives are integrated into the research we perform, where relevant. This may apply in e.g. the choice of research questions, methods, data collection, and evaluation and reporting of results.

Legislation and activity- and reporting obligations

Discrimination in the workplace is regulated by several laws. NTNU Social Research is subject to the Equality and Anti-Discrimination Act¹, which requires all employers to work actively, purposefully, and systematically to create better equality and

Part 1: Gender balance in NTNU Social Research

Part 2: Our work to promote equality, diversity, and inclusion

The organization of our work with gender equality

A working group at the institute (joint party) has investigated discrimination risks and gender equality barriers in the organization. Through this work, the combinations of grounds of discrimination have been mapped within all personnel policy areas for the institute. This includes recruitment, pay and working conditions, promotions, development opportunities and careers, workplace accommodation, work and family life, harassment, sexual harassment, and gender-based violence. The working group has reviewed all company guidelines and practices for the different personnel policy areas. The possible causes of risks and obstacles to gender equality identified in this review form the basis for our priority focus areas, which are described in Part 2.

The action plan will be made known to employees and published on our website.

1. Gender balance in NTNU Social Research

Status quo

The institute meets the Norwegian Companies Act's requirements for gender distribution in the composition of its board. On the board, the proportion of women is 43 %, and in the management group 57 %. Of the employees, 56 % are women. The distribution of maternity leave between women and men has been 28.5 weeks (women) and 15.5 weeks (men).

Table showing number by gender per job category, per 31st of December 2021

	Kvinner	Menn
Total	61	46
Research Director/ Head of Research	4	2
Research Professor	2	10
Senior Researcher	7	9
Senior Researcher (level 2)	11	4
Researcher	6	4
Senior R&D Engineer	2	2
Research Assistant	5	0
Research Fellow	0	2
Professional Adviser	12	8
Adviser	9	3
Executive Officer	3	2

Measures

As an employer, NTNU Social Research will provide all genders with equal opportunities for competence development, salary, flexibility, and advancement, and we will ensure that employees with disabilities receive individual accommodation.

To ensure proper care, NTNU Social Research will use established personnel routines in our gender equality work, combined with increased efforts and strengthened party cooperation through the work with ARP.



Due to the current distribution of women and men in the different job categories, special measures concerning this issue are not considered necessary.

In order to map and account for the current gender balance and gender equality in the institute, NTNU Social Research will report on the following:

Annually:

- gender balance in total in the company (distribution in numbers)
- temporary employees (gender difference in numbers or percentage)
- employees in part-time positions (gender difference in numbers or percentage)
- number of weeks of parental leave for women and men

In addition, every two years we will report, map, and account for:

- salary differences for the various job categories (gender difference in percentage)
- total salary difference in the company (gender difference in percentage)
- gender distribution across different job categories (gender difference in numbers or percentage)
- employees who work involuntarily part-time (gender difference in numbers or percentage)

These reports will be included as part of the evaluation basis for the appointed working group for gender equality.

2. Our work to promote equality, diversity, and inclusion

Status quo

The completed survey and analysis of discrimination risks and gender equality barriers confirms that the institute has proper personnel policy routines and practices that safeguard the efforts of promoting gender equality and preventing discrimination in the company. We use our practices and guidelines as a conscious element in our organization. The institute uses our internal policies for job positions and promotions to ensure equal practice in the design of job posting texts, competence development, and individual pay raises. We work systematically with career and employee progression to strengthen professional quality and development. The institute also has an established recruitment practice for building diversity and ensuring equal rights. We have a clear attitude and practice that strives to fill permanent full-time positions, and we currently have no employees who are engaged in an involuntary part-time position. Our personnel life phase policy contributes to proper accommodation for the various care situations in which our employees find

themselves, perpetuating our attitude that childcare rights are to be distributed evenly between women and men. The institute works to ensure that our employees experience a good balance between work and family life.

Areas of focus

The institute is characterized by a positive gender equality, diversity, and inclusion culture, but we have identified two priority areas for further work on gender equality:

1. The institute will specify measures and work purposefully to ensure an increased awareness of diversity in new appointments.
2. The institute will stimulate gender balance within all job categories.

In addition, we are implementing a continuous measure that involves revising guidelines and routines within certain personnel areas, in order to strengthen the principle of gender equality.



Action plan:

Target areas	Measures	Goals for action	Responsible	Dead-line
Recruitment	Revise the principal text on the diversity and inclusion perspective in job postings	Ensure a recruitment practice that strengthens diversity and equal rights	Line manager HR	2022
	Raise awareness of how diversity and inclusion, as well as universal design, are assessed in job postings and hiring processes	Adapt the design to avoid strict requirements that exclude certain applicants	Line manager HR	2022-2026
	Further develop a systematic line of action for workplace accommodations	Ensure good care for all new employees, also with regards to the diversity perspective	Line manager HR	2022-2026
	Knowledge-based reporting from the applicant base and employee database	Diversity reporting will provide basis for measuring and ensuring that we achieve our goal of a recruitment practice that promotes diversity and equal rights	HR	2022-2026
	Assess the diversity perspective, especially in the recruitment of research assistants	Contribute to achieving greater diversity in the junior group of researchers	Line manager HR	2022-2026
Gender balance, promotion, and development opportunities	Produce annual reports on actual conditions in the institute	Develop the institute's gender equality policy, with focus on gender balance and wage/working conditions	HR	Annually
	Use employee interviews to identify needs and stimulate career development Mentoring scheme Use of public basic funding	Ensure that all genders are given equal opportunities for competence development, salary, flexibility, and advancement	Line manager CEO	2022-2026
Opportunity to combine work and family life	Revise the institute's life phase policy Promote the life phase policy and the institute's possibilities for workplace accommodations	Ensure that the policy safeguards employees' opportunities to combine work and family life, regardless of gender and age	HR Line manager	Annually
Organizational culture	Consistent efforts to improve attitudes in the organization, which also includes our research activities (e.g., choice of topics, research questions, methods)	Raise awareness of our attitudes towards gender balance, gender equality, and unconscious discrimination, also within our research (where relevant)	Line manager HR	2022-2026

Follow-up and resources in the work with gender equality, diversity, and inclusion

Following up on these measures is a management responsibility and the work with gender equality must be put on the agenda in management meetings and management follow-up. At NTNU Social Research, the HR coordinator is responsible for ensuring that gender equality and diversity work is an integral part of the HR work, especially in matters pertaining to recruitment. In addition, the institute has chosen to use an appointed working group for gender equality, as well as the working environment committee, in the follow-up of this work.



Annual cycle for follow-up of the action plan

Goal	Responsible	How	Deadline
Evaluate the results of the action plan's measures, in order to assess the effects of the institute's goals for gender equality	The institute's working group for gender equality (joint party)	Evaluate the knowledge-base, measures, and reports. The working group will implement new measures if necessary.	Last quarter of every calendar year
Ensure a proper grounding of the gender equality work in the management group and the working environment committee	The management team and the working environment committee	A systematic treatment and evaluation of the institute's action plan for gender equality, diversity, and inclusion will be implemented	Last quarter of every calendar year

Associated legislation

1) [Act relating to equality and a prohibition against discrimination \(Equality and Anti-Discrimination Act\)](#)