



UPPSALA
UNIVERSITET

Staff Policy at Uppsala University

Approved by the Vice-Chancellor, 7 February 2023

Foundations

Uppsala University is committed to a society characterised by human rights and democratic ideas. Academic freedom and collegial governance are fundamental principles at Uppsala University. Differences of opinion on issues are a natural and desirable aspect of our day-to-day academic life and seminar practice, with an internal culture distinguished by open, objective and critical discussion. The climate of discussion must be constructive and our attitude respectful and professional.

Uppsala University's Staff Policy highlights the University's common values¹ by specifying and clarifying the responsibility, attitude and expected behaviour of staff towards each other. The purpose of the Staff Policy is to promote a positive organisational and social work environment based on equal opportunities and to help ensure quality throughout the University's organisation and activities. The Staff Policy is primarily envisaged as serving a preventive and standard-setting function, and it does not constitute a legally binding regulatory framework. Uppsala University's Staff Policy covers all members of staff regardless of role. Managers are also members of staff and, in addition, have a special responsibility for activities and staff.

Uppsala University's Staff Policy complements applicable laws, agreements, regulations and guidelines, including the University's Mission, Goals and Strategies and the Work Environment Policy for Uppsala University. The University is a public authority, and the Staff Policy therefore builds on the basic values for all central government employees.² Staff at the University are also subject in other respects to the laws and regulations applicable to central government authorities.

¹ Uppsala University: Mission, Goals and Strategies (UFV 2018/641)

² Government Offices of Sweden, Common Basic Values for Central Government Employees (*Den gemensamma värdegrunden för de statsanställda*)

Staff Policy

Uppsala University is a single university with a common mission. Both well-developed leadership and a well-developed staff culture are absolutely imperative for a well-functioning organisation. All staff have a collective responsibility for the University's work environment and are expected to contribute to favourable conditions for the University's mission.

At Uppsala University, we are one another's work environment. All members of staff are needed and together we contribute to the University's activities and the achievement of its goals. Everyone has a responsibility to familiarise themselves with and understand the content of the Staff Policy and to help one another comply with the intentions of the policy.

As a member of staff at Uppsala University, I am accordingly expected to:

- contribute to a positive work climate by supporting my colleagues, treating everyone with respect and helping to create an inclusive work environment in which diversity is valued and differences are approved;
- manage different ideas, perceptions and potential differences of opinion in a constructive and professional manner, and maintain a respectful tone in all communication, both written and oral;
- contribute to the University's community by collaborating within and across organisational boundaries for the benefit of the whole, and by seeking out and sharing knowledge and experiences;
- be aware of and contribute to the University's overall mission and act professionally and responsibly while performing my duties;
- be familiar with, keep up to date with and comply with the frameworks governing my role, such as relevant legislation, internal University guidelines and procedures, and other policy documents;
- respect the fact that managers bear the responsibility for taking decisions and for leading and distributing work within the framework of existing conditions at our workplace.

As a manager at Uppsala University, I am expected to lead by example in the areas outlined above and in addition to:

- show confidence in members of staff, make use of their commitment, initiatives and ideas, and promote a respectful and reflective attitude;
- act promptly and with respect when problems arise, and if necessary seek support;
- be responsible for continuous information about the Staff Policy and for discussing its content and significance.