

NAISS Plan for Active Measures

to prevent discrimination and promote diversity, equity and inclusion

Approved by the NAISS steering group 2024-12-11

1. Introduction

NAISS (National Academic Infrastructure for Supercomputing in Sweden) is committed to creating an inclusive and equitable work environment for all employees and users, actively counteracting discrimination and harassment. This applies to all situations in the workplace, whether the person acting is an employer, employee, or external individual. For Students, interns, consultants and anybody else interacting with NAISS professionally are here treated as employees. This plan outlines the organization's actions to ensure equal treatment and promote diversity, and it should be a support for everyone in the organization to prevent discrimination and promote diversity.

This is based both on legal obligation and our desire to build an environment that attracts and supports the most skilled staff worldwide to execute together as a team. All NAISS staff should read this plan and contribute to its realization by adhering to the principles e.g. in recruitment and selection of representatives.

NAISS is not a formal employer, and engages staff at a number of sites. For legal measures, we coordinate with the responsible employer– in particular Linköping University for the main NAISS office – and relevant union representatives.

As specified in the Swedish Discrimination Act 2008:567, active measures are conducted based on the seven official grounds of discrimination:

- Gender
- Gender identity or expression
- Ethnicity
- Religion or other belief
- Disability
- Sexual orientation
- Age

2. What is discrimination?

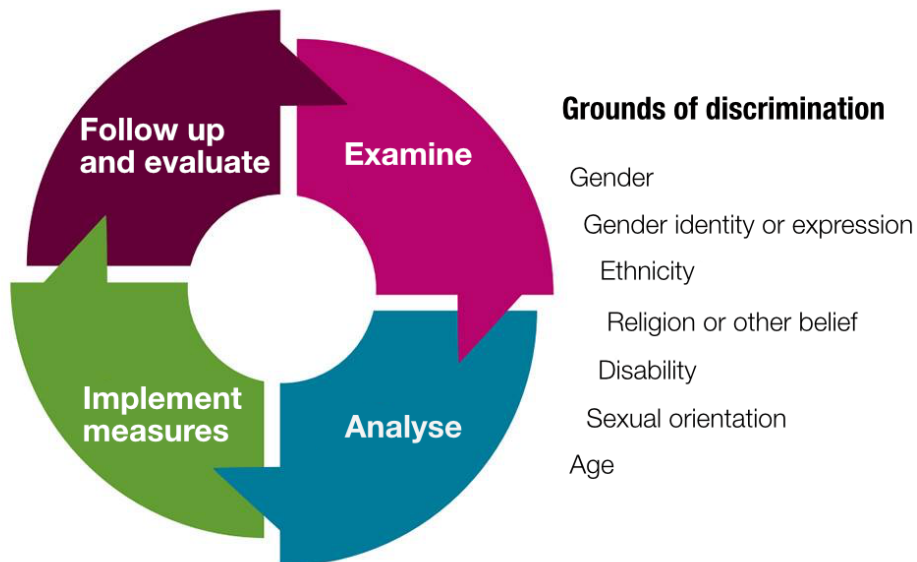
Discrimination is a general term and must always be connected to one of the grounds of discrimination. Discrimination concerns how a person perceives the situation and can occur in various ways. The employer must work with active measures to counteract all forms of discrimination:

- **Direct Discrimination.** When someone is disadvantaged by being treated worse than someone else in a comparable situation.
- **Indirect Discrimination.** When there is a rule or routine that appears neutral but particularly disadvantages people based on the grounds of discrimination.
- **Lack of Accessibility.** When a person with a disability is disadvantaged because a reasonable accommodation has not been made to enable them to be in a comparable situation to those without that disability.
- **Harassment.** Behaviour that violates someone’s dignity and is related to the grounds of discrimination.
- **Sexual Harassment.** Harassment of a sexual nature.
- **Instructions to Discriminate.** When someone orders or instructs a person in a subordinate position, such as an employee, to discriminate against someone else.

3. Systematic approach

Our work primarily focuses on preventing discrimination or any other disadvantageous conditions in the workplace, rather than solely implementing measures when a problem arises in an individual case.

The following approach should be applied when teams and organizations in NAISS work with active measures and develop activities within the framework of diversity efforts:



1. **Examine** the workplace to identify risks of discrimination or other barriers to equal rights and opportunities. These may be real obstacles or barriers in the form of attitudes, norms, and/or organizational structures. The examination of the workplace can be carried out through surveys, interviews, or other discussions. Ensure that the examination considers all grounds of discrimination, regardless of the composition of the workgroup.

2. If there are risks and barriers in the workplace, **analyse** their causes. Reflect, analyse, and draw conclusions as to why these issues exist.
3. Based on the results of the examination, **implement measures** to remove risks and barriers in the workplace to prevent discrimination and promote equal rights and opportunities. How do we best establish a culture where everyone feels responsible for promoting diversity, equity and inclusion?
4. The final step is to **follow up and evaluate** the examination, analysis, and measures. Once completed, the insights gained should be used in Step 1 (examination) of the next cycle of continuous active measures.

4. Continuous actions in five key areas

We continuously work in five key areas:

4.1. Working conditions

Everyone in NAISS has a responsibility to ensure we all feel welcome and included in the work environment. This includes aspects as communication climate, working hours, equipment, harassment, and sexual harassment, and the responsibility means speaking up when we see something. As an academic organization, NAISS faces special challenges in that we want to allow extensive flexibility and often have coworkers from many different cultures. This makes it particularly important to engage the entire organization in a continuous discussion about expectations and unwelcome behaviour to establish a common culture. Events organized by NAISS should be accessible to any participant (considering e.g. mobility, vision, hearing), and it is important material is made available ahead of time in formats that enable e.g. closed captioning or text-to-voice tools.

4.2. Salaries and other employment conditions

For employees where NAISS is directly or indirectly responsible for influencing employment conditions, we will coordinate with employers to collect and analyse statistics annually to ensure there is no bias in conditions relative to work duties regardless of age, gender or minority group status. We will also specifically perform the mandated salary review based on gender.

4.3. Recruitment and Promotion

We will ensure that everyone has the opportunity to apply for open positions, regardless of the grounds of discrimination, including where it means adapting work duties or conditions. We will use gender-neutral language to describe employee roles, and ensure we use diverse role models and illustrations. Multiple contact names reflecting gender diversity should be used whenever possible.

Both for external and internal recruitment as well as promotions, the team responsible for the recruitment must report on measure taken to identify more diverse candidates and encourage them to apply. Positions where there is lacking diversity in the applicant pool by the closing date should be extended at least once, unless there are special urgent needs for hiring (to be approved by the next higher level of management).

4.4. Education and Other Skill Development

All NAISS employees must have equal access to career development, to be discussed at annual meetings with the employer. NAISS should strive to break down barriers and work against stereotypes by offering staff to develop new competence, and ensure managers are recruited broadly. Candidates who do not speak Swedish should particularly be offered classes to make it easier to take on management and directorship duties that require a good command of Swedish.

4.5. Parenting and Work

NAISS should facilitate the ability of employees to balance work and parenting, with particular effort to break traditional gender stereotypes. All employees should feel supported in taking extended parental leave, and employers should make career development plans such that individuals do not fall behind in career development. To the extent possible, internal and external meetings should offer remote participation options to avoid requiring extensive travel (in particular overnight stays). We should limit overtime, work during unsocial hours, and offer flexible working hours or annual working hours. For major meetings such as conferences NAISS should assess the need for short-term childcare among participants and attempt to assist with this.

5. Responsibilities & Support

Everyone in the organization has a responsibility to contribute to a culture characterized by openness, respect, inclusion and community. However, certain NAISS functions have a responsibility that goes further

The steering group approves the Active Measures Plan in accordance with the Discrimination Act.

The director and management team have the overall responsibility to ensure that active measures are carried out in accordance with this plan and will report annually to the steering group.

Team managers have key roles in shaping the climate and norms in the workplace, in particular when the team involves members from many organizations. They must ensure that issues of equal treatment and gender equality are naturally integrated into operations, for example, in workplace meetings, performance reviews, and recruitment. Where relevant, managers are also responsible for collaborating with union representatives on active measures to achieve equal rights and opportunities in the workplace. They will report annually to the NAISS management how they have worked based on this plan.

All employees are responsible for actively participating in the company's work toward these goals and for acting against discrimination, harassment, and abusive treatment. Anyone who notices discrimination, harassment, or abusive treatment should report it to their manager (or the next-higher manager if necessary), HR, a safety representative, or a union representative. We all have a duty to participate both in our teams' discussions and implementation of this plan as well as the organization-wide diversity work.

Safety representatives and union representatives at all NAISS locations should use their experiences and knowledge to contribute to a workplace that promotes equal rights and opportunities for all and is free from discrimination, harassment, and abusive treatment. They have a special responsibility to identify problems, collaborate with the respective employer (due to the distributed nature of NAISS) on active measures, and represent members who have been affected. The HR office of each employer is responsible for formal processes, including documentation and follow-up.

6. Planned Active Measures

Area	Activity	Responsible
Working conditions	Focus group discussions with team members from underrepresented groups to gain insight about experiences and identify career barriers.	NAISS Director
Working conditions	Evaluate internal policies and procedures to ensure that they do not negatively impact any particular group.	NAISS Director
Working conditions	Organize an annual survey and session on diversity, equity and inclusion at the annual staff meeting to build culture and equity.	NAISS Administrative Director
Working conditions	Use NAISS' national network to offer mentors with similar background to support employees from underrepresented groups.	Team managers
Salaries and other employment conditions	All employer organizations in NAISS will perform the required salary mappings, and NAISS management should ensure there is no bias between different sites or roles.	NAISS Administrative Director
Recruitment and promotion	Actively seek candidates from underrepresented groups, and support candidates with diverse profiles for leadership. Diversity will be considered when allocating staff resources to NAISS sites.	All managers involved in hiring processes and the NAISS Director
Recruitment and promotion	Provide unconscious bias training for everyone involved in recruitment to promote objective selection criteria.	NAISS Administrative Director
Recruitment and promotion	Strive for diversity in all panels, groups, and committees.	All managers appointing panels

Parenting and work	Ensure that employees are not disadvantaged due to parental leave during the salary review process.	NAISS Administrative Director
Parenting and work	Offer flexible working hours and attempt to schedule meetings to allow daycare drop-off/pick-up.	NAISS Administrative Director
Inclusive user interactions	Develop guidelines for inclusive user interactions, tailoring communications to avoid technical jargon that might be perceived as exclusionary.	All managers responsible user interactions and the NAISS Director
Representation in research	Ensure PR material, text, images and events actively work against stereotype views of individuals working in computing. Minorities should be featured where relevant, and our communication should reflect a diverse view of the research landscape.	NAISS Director and everyone interacting externally