



Finnish Institute of Occupational Health's Equality Plan 2021-2025

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1 Introduction

The Finnish Institute of Occupational Health (FIOH) is an egalitarian workplace, in which equal treatment of employees is actively taken into account in everyday activities. Our vision of 'Well-being through work' also applies to our own personnel.

This Equality and Non-discrimination Plan of the Finnish Institute of Occupational Health for 2021-2025 was drawn up by FIOH's Equality Group, which consists of both employee and employer representatives. The Plan is based on the legislation on equality and non-discrimination.

1.1 Equality

Equality means that all people have equal value as individuals and members of the society, but in Finnish legislation it refers to equality between women and men.

The Constitution of Finland makes promoting gender equality in social activities and work life obligatory, especially when determining conditions of employment.

The Equality Act obliges employers to promote equality in work life and to prevent discrimination based on gender, gender identity or gender expression.

1.2 Non-discrimination

Non-discrimination means that all people are equal, regardless of their gender, age, ethnic or national origin, nationality, language, religion and belief, opinion, disability, state of health, sexual orientation, or other personal characteristics.

Personal characteristics such as ancestry or skin colour must not affect anyone's access to education, employment or services – fundamental rights belong to everyone. In the Constitution of Finland, the principle of equality refers to the prohibition of discrimination and equality before the law. According to the Accessibility Directive, all electronic services provided by public organizations must be accessible to everyone.

2 Organization of the Equality Plan

Prior to the preparation of the current equality plan, FIOH formed an Equality Group of volunteers. The Group agreed on the distribution of work and formulated the Equality Plan. During the first quarter of each year, the equality group will review the achievement of the previous objectives and measures set out in the plan and will conduct a statutory salary comparison within each job title group. The results of this annual review will be discussed in FIOH's Management Team.

Each director is responsible for ensuring equality in their own unit. Together, the Equality Group and HR support FIOH's directors by, for example, drawing up background materials. However, the overall responsibility for promoting equality and non-discrimination lies with FIOH's Management Team.

3. Report on equality and non-discrimination at the Finnish Institute of Occupational Health

This section of the Plan examines the realization of equality and non-discrimination at FIOH. The data for this report were collected from the HR system, annual job satisfaction surveys, and the equality survey conducted in April 2020.

The 2020 equality survey offered three gender options (male, female and other), as well as an 'I'd rather not answer' option. Only 12 respondents chose 'other' or 'I'd rather not answer'. Gender equality issues focused more generally on gender equality than only equality between women and men. To protect the anonymity of the respondents, the results compared only women and men.

3.1 Personnel and decision-makers by gender

On 31 March 2020, FIOH had 488 people employees, of whom 357 (73%) were women and 131 (27%) were men. The share of men had decreased by two percentage points from the previous survey conducted at the end of 2014. The total number of employees had decreased by 209 from the end of 2014.

Fixed term

On 31 March 2020, 78 employees had a fixed-term employment contract, and of these, 57 were women (73%) and 21 were men (27%), i.e., exactly the same proportion of women and men as in total employees. In the 2020 equality survey, 47% of the fixed-term employees responded that they would prefer having a permanent employment contract.

Gender distribution in different regional offices

FIOH operates in five regional offices, and has six different premises. The table below shows the share of men and women in the different offices on 31 March 2020.

Table 1 Gender distributions of personnel at FIOH regional offices

Regional offices	Personnel	Women	Men
Helsinki	329	71%	29%
Kuopio	44	76%	24%
Oulu	39	84%	16%
Tampere	45	77%	23%
Turku	31	79%	21%

Directors

On 31 March 2020, 12 (71%) of the directors were women and five (29%) were men.

Management team

The Management Team consists of directors, the director general and the secretary of the director general, and had 12 women (80%) and three men (20%).

3.2 Age structure of personnel

At the end of 2019, the average employee age had risen to 47.5, whereas in 2014 it was 46.5 and in 2011, 46.3. The largest age groups were 40–49 years old (35%) and 50–59 years old (28%). The third most common age group was 30–39 years old (18%) and almost the same amount of employees were aged 60 or over (15%). Four per cent of the personnel were under thirty years of age.

Relative share of age group among personnel at end of reference year

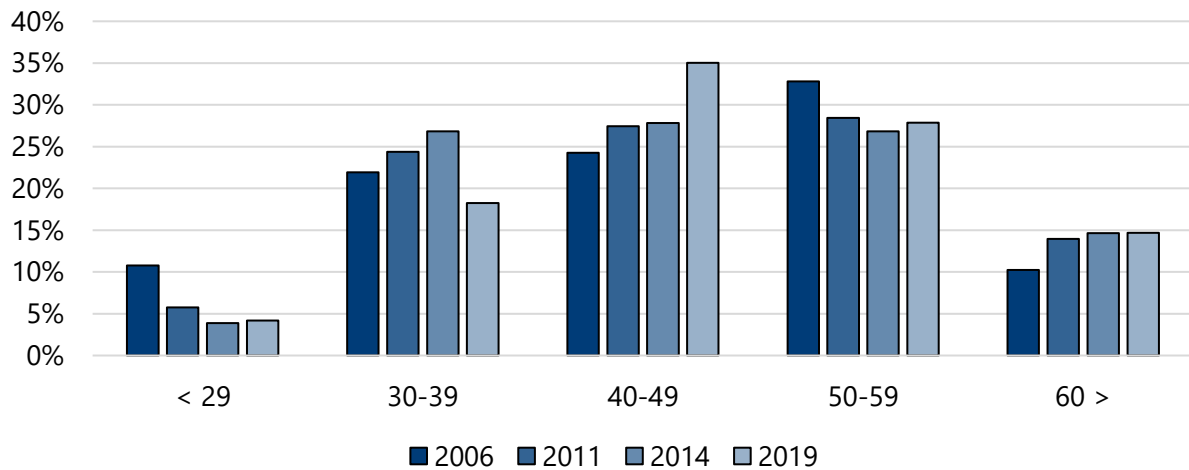


Figure 1. Age structure of FIOH personnel in 2006 (n=891), 2011 (n=816), 2014 (n=697) and 2019 (n=477)

3.3 Personnel salaries

Personnel salaries were compared within each job title group. The comparison covered only title groups which had both female and male representatives. It illustrated that the average salaries of women working in the laboratory or as physicians, psychologists or researchers were clearly lower than men's average salaries. Among experts, assistants and coordinators or directors, the gender gap was very small. It should be noted that two groups contained very few men (assistants and co-ordinators, and the laboratory).

Table 2 Total salaries by job title group, 25 June 2020

Average salary (as) of total salary	
Job title group	Women's compared to men's (%)
Experts	103%
Assistants and co-ordinators	98%
Laboratory workers	84%
Physicians and psychologists	83%
Directors	100%
Researchers	84%

In addition to monetary remuneration, FIOH offers its personnel other benefits, which apply to all employees, with a few exceptions. Sport, cultural and massage benefits, and some other allowances are offered to those who have been employed at FIOH for least for six months. Monthly salaried employees can use one working hour a week to maintain their physical fitness. Part-time monthly salaried employees may use the benefit in proportion to the percentage of their working time.

3.4 Experiences of unequal treatment or discrimination

The 2020 equality survey asked whether the respondents had experienced discrimination or unequal treatment. Most of the discrimination was perceived to be in salaries (36%), career development (22%), the division of work tasks (16%) and the distribution of workload (16%). The least discrimination was

perceived to be in recruitment (3%), the allocation of workspaces and equipment (8%) and access to training organized by the employer (10%).

Do you feel that you have been treated unequally or discriminated against?

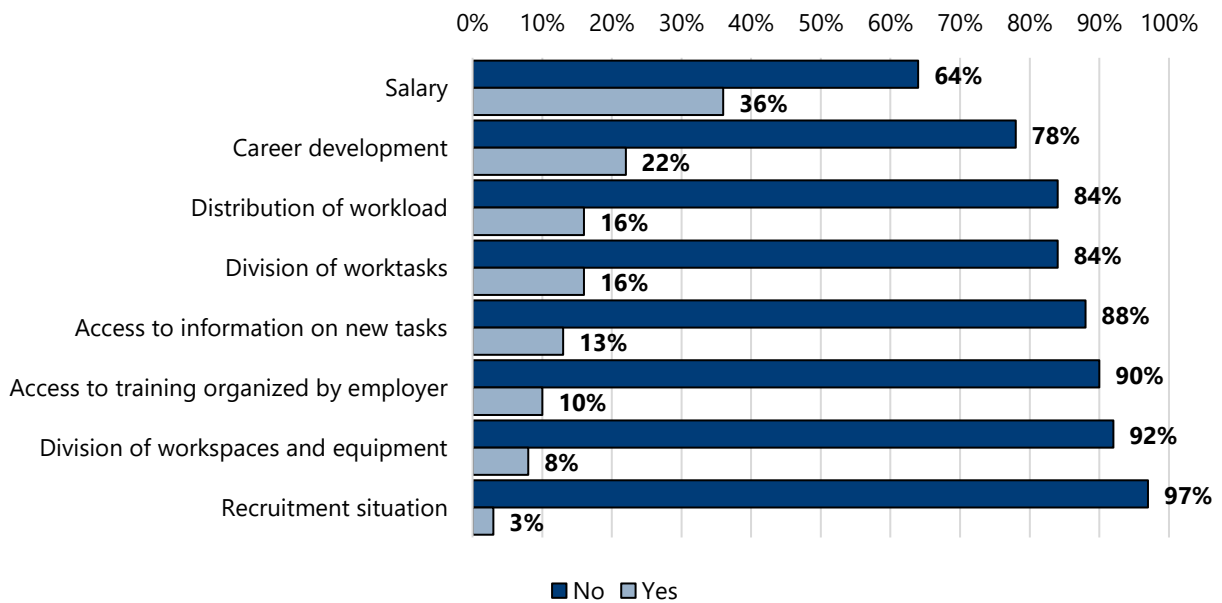


Figure 2. Experiencing unequal treatment or discrimination

Men perceived the most unequal treatment or discrimination to be in salaries (17%), career development (12%) and the division of tasks (10%). Women perceived the most unequal treatment or discrimination to be in salaries (40%), career development (22%) and workload distribution (18%). Those who had chosen Other/ 'I'd rather not say' as a response to the question on gender in the background information section had experienced more unequal treatment or discrimination than the average respondents.

Those who had experienced discrimination or unequal treatment supposed that the reason was educational background (34%) gender (23%) or other reasons (38%) such as location of the premises,

disregard of work experience in salary. No-one reported experiencing discrimination or unequal treatment due to sexual orientation, health status or disability, or caring for young children.

3.5 Experiences of gender equality

Job satisfaction and workplace atmosphere surveys have annually examined the realization of gender equality among the personnel as a whole. Since 2015, satisfaction with gender equality has remained at almost the same level each year.

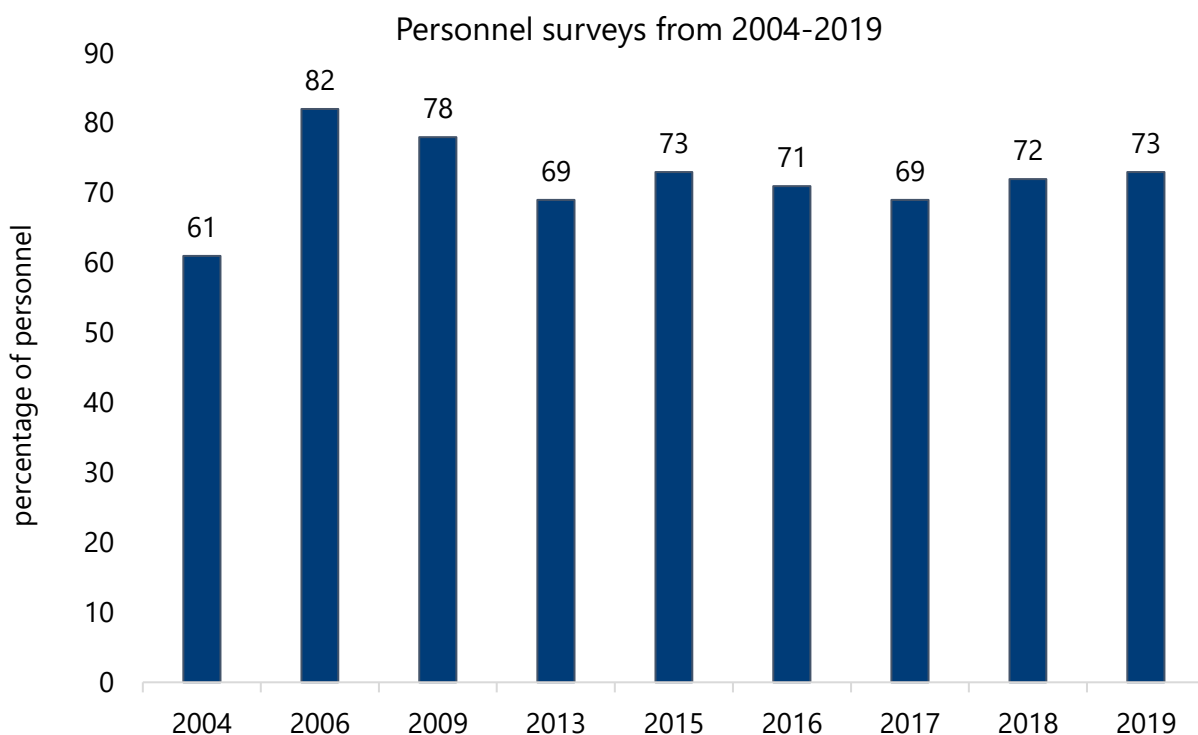


Figure 3. Realization of equality in the work community: share of respondents (%), who are satisfied or very satisfied with the realization of equality.

Evaluation of gender equality experiences

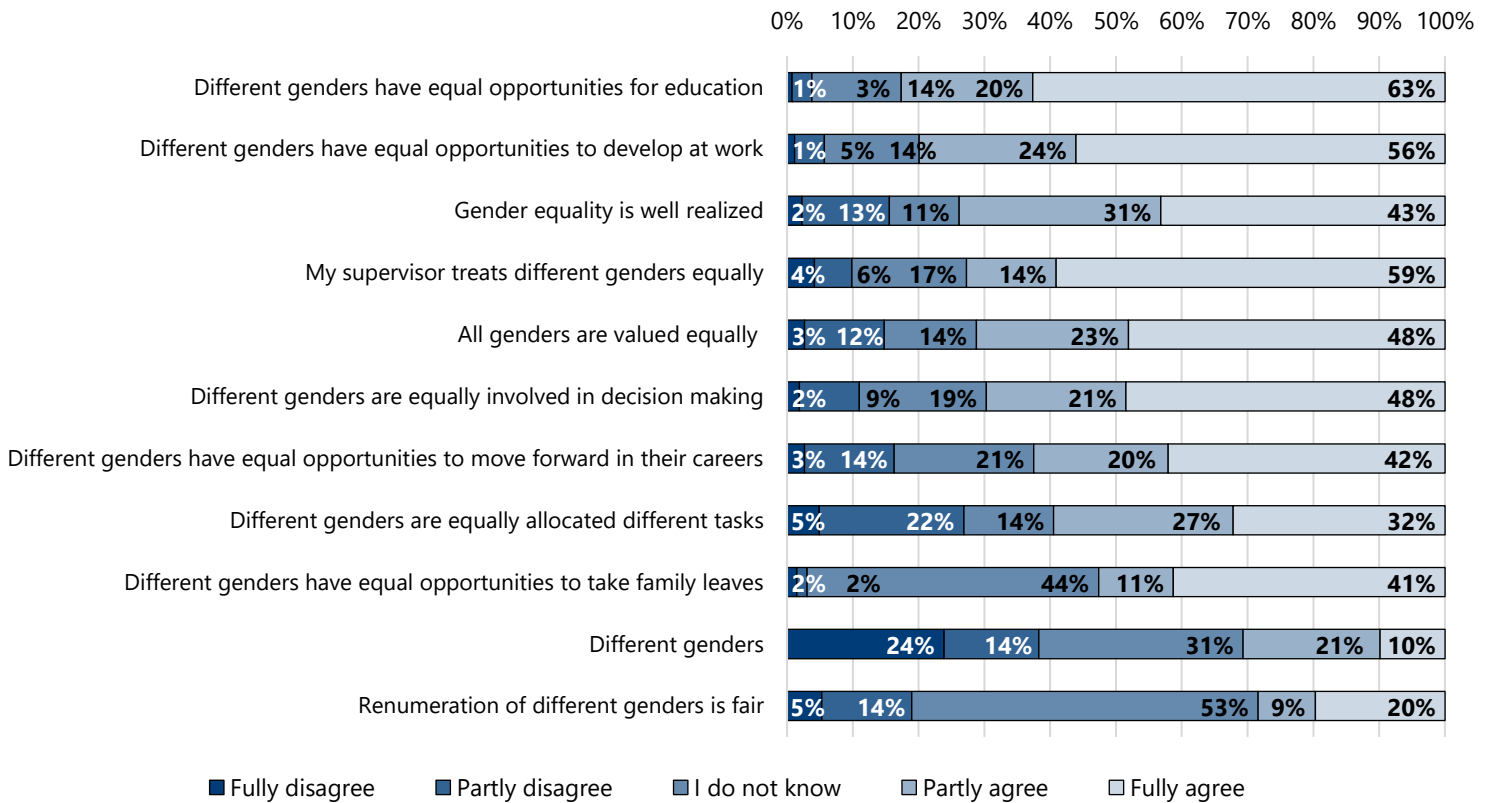


Figure 4. Evaluation of gender equality experiences (Gender equality survey 2020)

The survey contained a 12-point list of statements regarding the realization of equality beyond gender equality (E.g. age, employment contract, state of health, ancestry, sexual orientation, religion, etc.)

The 12 statements were assessed on a five-level scale from completely disagree to completely agree.

Assessment of equality beyond gender equality

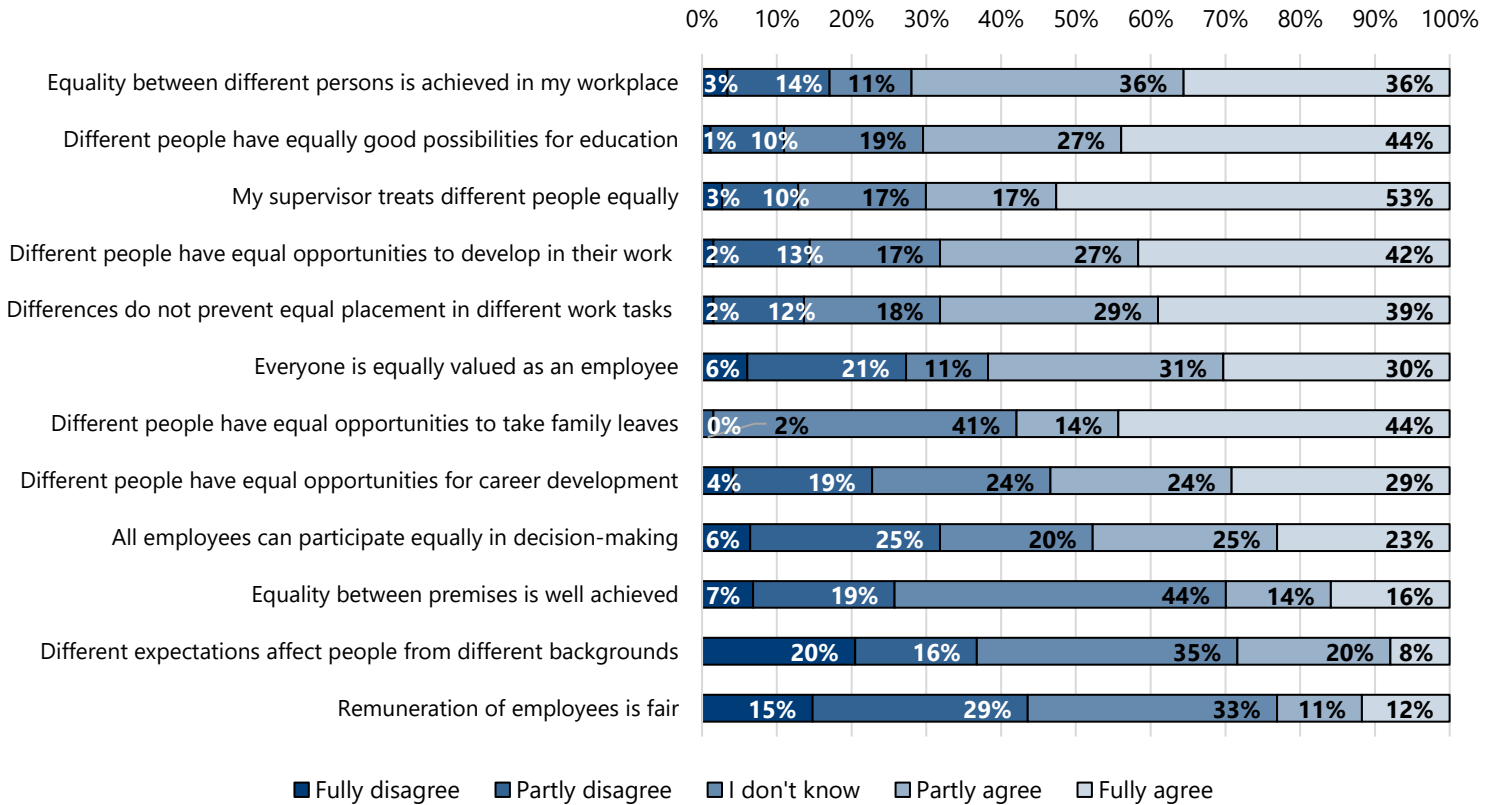


Figure 5. Experiences of equality beyond gender equality (Equality survey 2020)

3.6 Family leaves and integrating work and personal life

In 2019, 40 women and 14 men took temporary leave due to a child's illness at least once. They accounted for 11% of FIOH's personnel. Seven per cent of FIOH's personnel took other family leaves (e.g., maternity or paternity leave).

FIOH currently has more flexible working hours than when the previous equality plan was formed.

They provide much more leeway to adjust work and personal life schedules. This issue was also particularly relevant during the gender equality survey in the spring of 2020, when some employees had

to take care of their children in addition to their own work due to the exceptional circumstances caused by COVID-19. FIOH also supports the integration of work and personal life through other flexible arrangements, such as the option to work remotely. In the 2019 occupational well-being survey, 88% of the respondents agreed or fully agreed with the claim 'I am able integrate my work and personal life'.

In the 2020 equality survey, 82 respondents reported that they had taken a long period of leave. They were asked whether their colleagues or supervisors had taken a long leave of absence (such as study, maternity, paternity, or parental leave). According to the respondents, supervisors and colleagues mainly had neutral or positive attitudes towards long periods of leave.

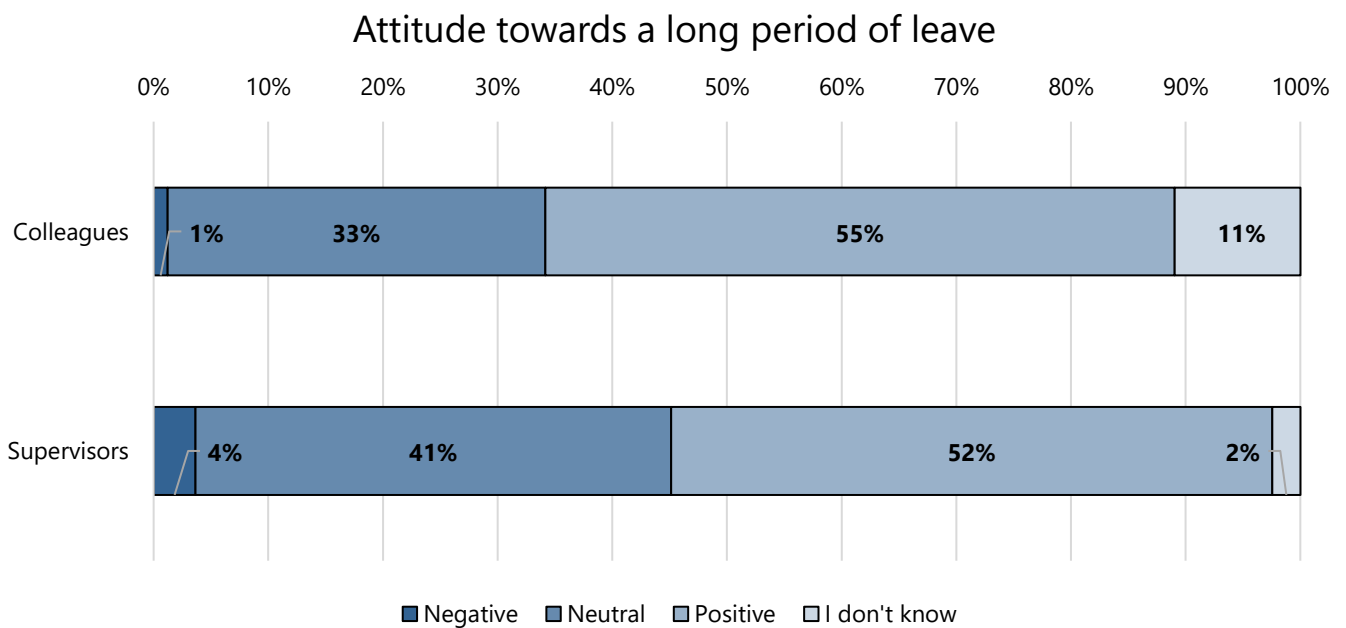


Figure 6. Attitudes of supervisors and colleagues towards taking a long leave (%) (n =82), Equality Survey 2020

3.7 Inappropriate treatment

FIOH uses an operating model that has guidelines for preventing and dealing with bullying and inappropriate treatment, and has a zero tolerance policy on bullying and inappropriate treatment.

The 2020 equality survey inquired about unequal treatment, discrimination and harassment in a six-point list of questions by eliciting yes and no responses. Eighty ‘yes’ responses were given. The same respondent may have responded ‘yes’ to one or more points. ‘Yes’ was the most common response to the following questions: ‘Has anyone at FIOH: Made it difficult for you to work because of inappropriate treatment (16% (in 2013 21%)) Treated you in a way that you consider to be recurrent and prolonged bullying (5% (in 2013 12%)) Consciously tried to isolate you from the work community (5% (in 2013 11%)) As the format of the question and the initial presentation of the survey as a whole did not ask the respondent to consider any particular time period, it is possible that very old cases may have affected the answers.

Table 3 Questions on inappropriate treatment (Equality Survey 2020)

Has someone at FIOH...	Yes	No
1. Consciously tried to isolate you from the work community?	5%	95%
2. Made it difficult to work because of inappropriate treatment?	16%	84%
3. Treated you in a way that you consider to be recurrent and prolonged bullying?	5%	95%
4. Threatened you or acted violently towards you?	1%	99%
5. Spoken in a sexual manner or displayed sexual material that you consider offensive?	1%	99%
6. Approached you in an upsetting way	2%	98%

3.8 Co-operation negotiation measures affecting employees

In 2018–2019, FIOH held two sets of co-operation negotiations, which led to the termination of 27 employment contracts. The average age of the dismissed employees was 48. At the time, the average age of all FIOH employees was 47.5. Of the employees who lost their jobs, 33% were men and 67% women. Of the whole personnel, 27% was male and 73% female.

4. Review of the achievement of previous objectives

4.1 Remuneration

Objectives	Measures	Responsible party	Indicators and realization
No discriminatory factors in remuneration	Tracking of total salaries and personal supplements by gender at job title group level	Remuneration, working group, Equality group, HR, management	Separate review in title groups in which gender gap in average salary is greater than 10%. Salaries have been annually compared within job title groups. Every year, groups have been found in which the women's salaries are at least 10% lower than the men's. Due to changes in job title groups, a full comparison with previous years is not possible. There may still be gender discrimination in salaries.
	Examining whether remuneration has been discriminatory at job title level	HR	
To increase information on the remuneration system and the criteria for determining remuneration	Providing extensive background material for new employees' orientation. Making this material accessible to everyone	HR, supervisors	Question in the personnel survey 'Clarity and comprehensibility of the criteria for remuneration'
	Training supervisors on remuneration criteria and on realizing equality in remuneration	Supervisors, directors	Supervisors have been trained as needed and on request

4.2 Career development

Objectives	Measures	Responsible party	Indicators and realization
To ensure that FIOH supports employees' opportunities for career development.	Conducting performance appraisals with every employee that focus on career development	Supervisors, all personnel	
	Job descriptions and title changes that reflect the skills and level of qualifications required for the task	HR, directors	Model task descriptions that take into account the requirements of formal qualifications
	Paying attention to employees whose job title or task complexity has not changed for a long time	Supervisors, HR	HR provides information for supervisors on employees whose career development needs attention. Supervisors receive a reminder if job descriptions have not been updated
To ensure that employment contract changes from fixed term to permanent are based on the nature of work tasks. To ensure that no groups is discriminated against.	Following annual changes in employment contracts.	Supervisors, directors	Annual report on the number and background data of permanent employees (gender, age)

4.3 Different stages of work life

Objectives	Measures	Responsible party	Indicators and realization
To create new practices for integrating work and family life	Applying family-friendly practices that have been developed in our own research and development activities	HR	Training is held for supervisors on family-friendly practices. More flexible working hours were introduced on 1 February 2018.
To take into account the different stages of work life and its integration with personal life	Supervisors agreeing on ways of communicating when a person is on long leave (such as family or study leave)	Supervisors	Aspects of supervisor's daily work
	Working hour arrangements and absences for integrating work and family life do not affect career development	Supervisors, directors	Aspect of supervisor's daily work
To support fathers' use of family leave	Exploring the possibility of paying salary during paternity leave (9 weeks)	HR, collective bargaining group	Paternity leave salary. Number and duration of paternity leaves. As of 1.2.2018, paternity leave is paid for 6 days.
To strengthen the motivation and work ability of middle-aged people and those approaching retirement age	Training for seniors in work motivation	HR	Number of participants in training, and feedback on the impact of the coaching on their own situation. Training was held in 2017–2018.

4.4 Non-discriminatory treatment

Objectives	Measures	Responsible party	Indicators and realization
To provide more information on equality and non-discrimination	Current information published on FIOH's intranet	Equality group	<p>The scope of FIOH's intranet and the activeness of discussions. Equality group maintains equality and non-discrimination page on intranet and posts news.</p> <p>A new intranet page for equality and non-discrimination was launched in late 2019.</p> <p>Two training courses on accessibility were held in spring 2020.</p>
	Disclosure of gender equality and non-discrimination issues (including latest legislative amendments) in supervisor training	Equality group	Share of supervisors who participated in the training
To monitor the realization of equal and non-discriminatory activities in the work community	An equality survey conducted among personnel every three years and use of this to monitor the realization of equality	Equality group	<p>Survey results and response activity.</p> <p>In the 2016–2019 surveys, the percentage of personnel who fully agreed or agreed with the claim that 'gender equality is achieved in my work community' was:</p> <ol style="list-style-type: none"> 1. 71% in 2016, 2. 69% in 2017, 3. 72% in 2018

<p>To improve the monitoring of age equality</p>	<p>Including the age equality aspect in the personnel survey</p>	<p>HR</p>	<p>Survey results and response activity.</p>
<p>To ensure that employee-oriented flexibilities are utilized according to life situation or needs and to take into account employees' health and work ability</p>	<p>Providing employees and supervisors with information on working arrangements and adjustments to working conditions so that employees can continue working</p>	<p>HR, supervisor, occupational health services</p>	<p>Working hour flexibility, editing job descriptions or alternative work used as solutions for employees with partial work ability (number of implementations)</p>
<p>To increase the participation of those with partial work ability.</p>	<p>Finding a suitable work solution for all FIOH employees</p>	<p>Supervisor, occupational health services, HR</p>	<p>Part-time sickness allowance periods have been utilized. Partial disability pension has been utilized.</p>
	<p>Providing opportunities to participate in work through work trials or other similar arrangements for employees other than FIOH personnel.</p>	<p>Supervisor, HR</p>	<p>People from outside FIOH on work trials at FIOH.</p>
<p>To see the diversity of individuals as a resource for opportunities at work and in the work community</p>	<p>Work community actively seeks ways to utilize the diversity of individuals and multiculturalism</p>	<p>All employees</p>	<p>Working hour flexibility. FIOH's workplace project develops co-operation and a positive organizational culture and identifies competences.</p>

	Annual publication of occupational health and safety financial statements, which enables top management to make decisions to promote the well-being and equal treatment of personnel	HR	Annual reporting and Management Team's conclusions based on report.
To ensure that no one is discriminated against or placed at a disadvantage on the basis of gender, gender identity, age, belief, ethnicity, health status, or other personal characteristics	Taking into account different language backgrounds. Ensuring the flow of information and opportunity to participate in English in an appropriate manner	Communications department, managers	In internal communication, an English version has been given of some notifications. The FIOH intranet has a 'Briefly in English' section for English-speakers.
	Updated instructions for handling and preventing inappropriate treatment. Immediate intervention of supervisors in cases of inappropriate treatment (zero tolerance)		Instructions on inappropriate treatment to be updated.
To ensure that FIOH employees follow the principle of equality and non-discrimination in customer contacts.	No discrimination against customers on the basis of gender, gender identity, age, belief, ethnicity, health status, or other personal characteristics.	All employees	Aspects of daily work.

5. Objectives and measures for 2021–2025

5.1 Equal treatment

Objectives	Measures	Responsible party	Tracking indicators
To ensure that no one is discriminated against or placed at a disadvantage on the basis of their gender, gender identity, age, belief, ethnicity, state of health, or other personal characteristics.	Intervention in discrimination and harassment cases in accordance with the operating model described in FIOH's guidelines	Directors	Results of annual personnel survey on experience of harassment in the work community
To gather information on equality and non-discrimination experienced by FIOH employees at regular intervals.	An equality survey conducted at least every five years.	Equality group	Completed equality survey
To ensure that the Equality and Non-discrimination Plan is known by and accessible to all employees.	The plan is readable for everyone. Personnel is informed in the context of an annual evaluation of the plan	Equality group	Collected information
To ensure that the Equality and Non-discrimination Plan is known/accessible to all employees	The plan is introduced in the occupational safety and health orientation training of new employees	Health and safety representative	Conducted orientation training
To promote the realization of a gender-neutral and gender-conscious operating culture	Opening conversation about abandoning gender-related terms and introduction of new gender-neutral terms. Asking for personnel's opinions on gender-neutral terms	Equality group, HR, management team	Study has been completed, personnel consulted and the executive committee has discussed the topic

5.2 Remuneration

Objectives	Measures	Responsible party	Indicators
To realize equal remuneration (no discriminatory factors)	Annual comparison of total remuneration of different genders within job title groups	HR, supervisors	Separate review in groups in which the gender gap in pay is greater than 10%
To realize equal remuneration (no discriminatory factors)	Workshop for supervisors on remuneration equality	HR, supervisors	Workshop
To raise awareness of the remuneration system and the criteria for remuneration	An easy-to-understand visual presentation of the remuneration system	HR, graphic designer	Presentation
To ensure that the evaluation of performance at work is equal and non-discriminatory	Clearly presented information on how the criteria for performance are formed	HR and supervisors	Information on the criteria distributed

5.3 Career development

Objectives	Measures	Responsible party	Indicators
To realize the possibility of career development	Updating task descriptions for everyone. Regular review and update of job descriptions	Supervisor, all employees	Up-to-date task descriptions
To realize the opportunity for career development	Making information on career development opportunities accessible to all employees. Supervisor holds performance appraisal and discusses career development with each employee	Supervisor, all employees	Annual performance appraisals

5.4 Accessibility

Objectives	Measures	Responsible party	Indicators
To ensure that common spaces at the workplace are accessible	Conducting accessibility evaluation in every regional office and taking necessary corrective measures	Occupational safety and health officer and property manager	Accessibility evaluations
To ensure that FIOH personnel are aware of the importance of taking accessibility issues into account	Organization of accessibility training for personnel	All employees	Trained personnel. Adds a measure of the importance of accessibility to the next equality survey
To ensure accessible meeting practices in internal and external events, as well as clear operating methods, e.g., in meetings: microphone use, readability (colour blindness, font size)	Information on meeting practices, available tools and presentation material implemented with accessibility in mind	All employees	Trained personnel, customer satisfaction, deficiencies in accessibility are processed and repairs made

5.5 Customers and partners

Objectives	Measures	Responsible party	Indicators
To take equality into account in strategic projects	Gender impact assessment of strategic projects	Project managers	Gender impact assessment guidelines have been published and assessments will be carried out accordingly in strategic projects.
To ensure that communication material aimed at FIOH customers is produced with accessibility in mind	Accessibility training and information being regularly available for all employees	Brand department, everyone who works with customers	Accessibility will be realized. Guidance is available for personnel

6. Sources

Equality and non-discrimination plan of the Finnish Institute of Occupational Health 2016-2020

All personnel surveys 2014-2019

Equality surveys for personnel 2013 and 2020

Collective agreement concerning the Finnish Institute of Occupational Health

Työtie -epäasialliseen kohteluun puuttumisen opas – Lankinen 2010 (Guide to addressing inappropriate treatment at work)

Act on Equality between Women and Men 8.8.1986/609

Non-Discrimination Act 30.12.2014/1325