

SIPRI work environment policy 2015

Management of the work environment must form an integral, natural element of SIPRI's overall work: work environment matters must be dealt with in direct association with everyday matters. Preventing occupational ill health and injuries is fundamental consideration of SIPRI's working practices.

A good work environment is beneficial from a financial perspective, as it reduces ill health and injuries caused by work. A good work environment also creates greater commitment and job satisfaction.

All managers and supervisors in SIPRI must have the competence, resources and authority to perform their tasks correctly from a work environment perspective. The Director and the Deputy Director have the overall legal responsibility for the working environment at SIPRI.

SIPRI's overall work environment principles

- To make SIPRI's work environment management comply with prevailing work environment legislation.
- To run the institute in such a way that has no negative impact on the health of employees
- To provide each employee with the opportunity for variety at work, social contact and collaboration with other employees within the organization
- To create a working atmosphere characterized by respect for our colleagues' work and to strive for honesty and clarity in information as well as in communication
- To promote a work environment that provides for good working conditions and a collegial atmosphere
- To preserve and draw advantage from SIPRI's broad cultural scope and simultaneously to find ways of solving any tension that may be caused by the facts that (a) SIPRI's staff is internationally recruited, from different cultures with different perspectives, values and views and (b) the research staff are employed on time-limited contracts
- To ensure that conditions in the workplace provide each employee with opportunities for development on both a personal and a professional level
- To promote openness and prevent misunderstandings and mistrust concerning changes in work tasks, organization or the introduction of new technologies and support systems

- To ensure that employees become involved in the structure of their profession as well as in change and development processes that affect their jobs
- To allow employees to combine their jobs with their family life and leisure time

General concrete actions for SIPRI's management concerning the work environment

- To ensure that work environment management, which is a continuous process, results in an annual overview with reference to the following points:
 - The Work Environment Act (1977:1160)
 - The work environment policy
 - Work environment goals (spelling out what must be improved) in the action plan
 - A work environment programme (describing how we shall proceed) in the action plan
 - Work environment organization (identifying who does what) in the action plan
- To give a suitable introduction to all new employees, interns and guest researchers
- To take quick, early action in respect of deficiencies and problems related to the work environment, e.g. in connection with conflicts, harassment, rehabilitation requirements and crisis situations
- To highlight issues of equality and bring them to the attention of the HR Officer and management.
- To integrate work environment management into day-to-day operations and to consider the work environment when making all decisions
- To consider and promote people's health and quality of life, including minimizing harmful effects of emissions, noise and other environmental problems, as well as deficiencies in respect of ergonomics
- To take into account work environment perspectives when purchasing office materials and other equipment

Time-based goals in realizing the work environment policy

- SIPRI's work environment policy and action plan must be reviewed by the HR Officer in cooperation with the Head Safety Officer and SIPRI's management every year and revised as required
- The action plan's measures shall have time frames in order to be able to follow up on these measures. The costs of work environment management will be included in each annual budget. Follow-up and evaluation will be reported through the Samverkansgrupp.

Work environment activities are listed and described in the Work environment activities: Action plan 2015.under way in 2015

On-going actions from previous years

- SIPRI has a safety inspection (skyddsround) every year, which is documented in a separate action plan.
- SIPRI tries to create a work environment that facilitates the combination of work and family life by trying to reduce overtime. SIPRI uses a flex system for the support staff and unregulated working hours for the research staff.
- SIPRI contributes up to 1500 SEK per year to the cost of a programme of exercise (preventive healthcare).*
- SIPRI contributes to the cost of glasses for work at computer terminals. SIPRI has an agreement with the optician company Synsam for computer glasses (AFS 1998:5).*
- SIPRI contributes to part of the cost (1000 SEK) of a physical examination every fifth year after the age of 40 and every third year after the age of 50.*
- An external ergonomist will assess everyone's ergonomic situation every second year*

New activities for 2015

- Programme and department directors will hold annual development discussions (utvecklingssamtal), separate from the salary discussions (for researchers: mid-term and contract renewal discussions). This should be done both with support staff and research staff. Each development discussion should result in an individual action plan.
- A risk-evaluation and preparedness plan will be established. Work environment aspects will be included in the plan.

- A fire drill will be held at SIPRI. When we start working at the temporary premises and on the return to Signalistgatan.
- Develop a SIPRI Rehabilitation policy.
- Develop a procedure for exit interviews for employees leaving SIPRI.

Activities planned for 2016

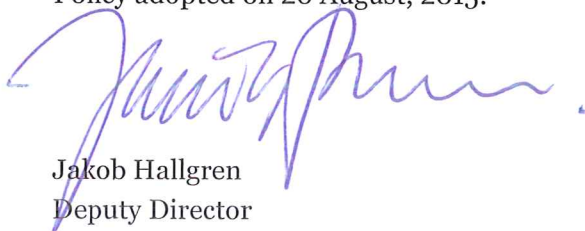
Some important activities must for financial reasons be postponed to 2016.

- A work environment evaluation with all staff will be conducted.*
- A life-saving course will be held with a selected number of employees.*
- Employees in managerial roles will be trained in systematic work environment/work environment management.*
- The Director, the Deputy Director and the HR officer will attend a crisis management course.*

For more information see the action plan.

* Will require financing.

Policy adopted on 20 August, 2015.

A handwritten signature in blue ink, appearing to read "Jakob Hallgren".

Jakob Hallgren
Deputy Director