



**STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE**

June 2014

Equal Opportunities, Diversity and Anti-discrimination Policy

Overall goals

SIPRI strives to be a workplace free from discrimination, where individuals share the same rights, obligations and opportunities irrespective of gender, gender status, ethnicities, nationality, religious belief, sexual orientation, civil status, pregnancy, parenting, age or disability.

SIPRI is an equal opportunity employer and aims to promote equal rights and opportunities regardless of the above-mentioned factors. It believes that equality has a positive impact on peace, knowledge, staff performance, learning, development and growth. As a world-leading peace research institute, achieving equality and respecting diversity is a key value of SIPRI.

SIPRI consists of many different people with different qualities, experiences and skills. SIPRI recognizes this diversity and will use it as an asset for the institute and its work.

Overall responsibilities

The Board and the Director are responsible for:

- Providing leadership on the Equal Opportunities, Diversity and Anti-discrimination Policy, acting as overall champions to ensure the policy is implemented
- Communicating this policy, internally and externally
- Updating this policy every three years, in line with Swedish law

Managers at all levels are responsible for:

- Implementing this policy as part of their day-to-day management of staff and in applying employment policies and practices in a fair and equitable way
- Ensuring equality and diversity issues are addressed in performance.
- Ensuring all staff for whom they are responsible act in accordance with this policy, providing necessary support and direction
- Effectively managing and promptly investigating issues relating to potential discrimination

Each employee is responsible for:

- Understanding and implementing this policy in their day-to-day work, in work-related environments, and in their dealings with colleagues and visitors
- Ensuring that their behaviour is in line with this policy and that they treat people with respect and dignity
- Notifying their manager of any concerns about the conduct of other employees or third parties

The Human Resources staff is responsible for:

- Developing employment policy and strategy on equality and diversity
- Providing guidance to managers and staff
- Supporting managers in investigating issues relating to potential discrimination
- Regularly monitoring employment policies and practices
- Championing the issues, internally and externally
- Informing all SIPRI employees and all job applicants about SIPRI's this policy, with the aim of making all SIPRI staff familiar with its contents
- Providing a copy of this policy to all staff, including newly recruited staff

Non-compliance

SIPRI will not tolerate any behaviour from staff that breaches this policy. In line with the Swedish Discrimination Act (SFS 2008:567), SIPRI is obliged to and strive to prevent discrimination. SIPRI is obliged to investigate and take appropriate measures if it becomes aware that an employee considers that he or she has been subjected to any form of discrimination or harassment in connection with work.

Gender Equality

Equality requires fair distribution of power and influence. Gender equality exists when there is an even gender distribution within the various departments and employment categories, when women and men are allowed to use their training and capacity and be paid accordingly, irrespective of gender, and when treatment, language and attitudes reflect egalitarianism.

SIPRI will every three years establish a plan for its equality work. The plan will include an overview of actions required and a timeframe in which such action shall be commenced or completed.

Recruitment

Goal: SIPRI aims to attain a balanced distribution between women and men in the various departments and employment categories, in particular in the senior positions (programme directors and senior researchers). SIPRI will strive over time to increase the number of underrepresented categories in management positions.

Action: SIPRI will provide internal and external encouragement for underrepresented categories to apply for positions through the wording of the advertisements. If necessary, and where legal, job advertisements will be worded to encourage members of underrepresented categories to apply.

Development opportunities

Goal: The opportunity for continued job development and promotion should be independent of gender, age, physical ability or family status.

Action: Line managers should continually encourage their staff to increase skills and take on new tasks. This should be followed up with advice and support from the line manager and should be accompanied by training when necessary.

Action: All training and competence development should have as even a gender distribution as possible within all staff categories.

Goal: SIPRI should do its utmost to ensure that the current overrepresentation of men in line management positions does not harm the ability of female staff to develop or access resources, nor predominantly promote men and men's work.

Action: All SIPRI staff members should have the opportunity to discuss their current and future work situation with their line manager annually.

Salaries

Goal: SIPRI should eliminate gender-specific wage differences.

Action: In order to detect, correct and prevent unjustified differences in pay and other employment conditions between men and women, SIPRI will every year identify and analyze:

- Provisions and practices regarding wages and other conditions of employment that are applied, and
- Differences in pay between women and men performing work that is considered to be equal or equivalent

The employer will also assess whether existing pay differences are directly or indirectly related to gender.

Based on the conducted wage mapping and statistics every year an action plan to achieve equal pay will be developed.

Action: When wages are set, management should be careful to avoid unfounded wage differences between men and women, especially when recruiting new staff.

Action: SIPRI should allocate a special sum—separate from the sum allocated for salary revisions—to be used to eliminate salary differences that depend on gender between persons with the same or similar responsibilities.

Action: Management should establish clear criteria for salary increases and promotions in order to more easily compare individual performance.

Working conditions

Goal: SIPRI should facilitate both female and male employees to combine work and family obligations.

Action: Allow flexible working hours for employees with small children and set meetings at times when staff with family obligations can take part.

Action: Look favourably on job-sharing.

Action: Encourage fathers to take parental leave.

Goal: Working conditions should be planned and organized to prevent harassment and other offensive special treatment.

Action: If harassment arises, then the victim should report it to its line manager (unless this person is the alleged perpetrator). Staff can obtain external, confidential help if they so wish by contacting SIPRI's Human Resources staff or trade union representative.

Education of managers

SIPRI is committed to ensuring its staff and managers are trained in equality and diversity and aims to ensure that adequate training is provided so that managers are able to operate this policy. Examples include specific training on race, gender, gender identity, disability, sexuality, age and religion or belief, in accordance with the requirements of the Swedish anti-discrimination law and good practice. Training and capacity building should especially be targeted to staff with personnel management responsibilities.

Anti-harassment

Definition

According to the Swedish Equality Ombudsman,

‘Harassment is behaviour that violates a person’s integrity or dignity. Such behaviour is prohibited on grounds of

- sex
- transgender identity or expression
- ethnicity
- religion or other belief
- disability
- sexual orientation, or
- age

‘Harassment may for instance involve using contemptuous or degrading generalisations [or] could involve withholding or concealing information related to one or other of the grounds for discrimination.

‘What the various forms of harassment have in common is that they make the person feel insulted, threatened, abused or unfairly treated.

‘Harassment is an unwelcome type of behaviour. It is you as the victim who decides what is insulting or abusive. The same type of behaviour may be considered harassment by one person while another may not find it disturbing at all.’¹

Employer’s responsibility

SIPRI takes all claims of discrimination very seriously and will take appropriate action against those responsible. All staff has a responsibility to guard against any form of harassment and avoid any action that goes against this policy.

How to respond to harassment

Any member of staff who is subject to harassment, bullying or discrimination should report it to its line manager (unless this person is the alleged perpetrator). Staff can obtain external, confidential help if they so wish by contacting SIPRI’s Human Resources staff or trade union representative.

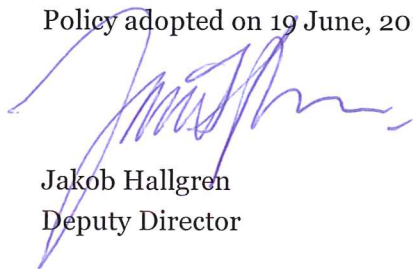
¹ Diskriminerings Ombudsmannen, ‘What is harassment? (Vad är trakasserier?)’, 3 May 2010, <<http://www.do.se/en/Discriminated-against/Working-life/What-is-harassment/>>.

Management will investigate the matter as soon as it is brought to their attention and will take appropriate action. The matter will be handled expeditiously and confidentially.

The following principles will guide the handling of any investigation into allegations of harassment:

- All allegations will be taken seriously.
- The employer will show respect for all involved.
- Any need for support or assistance will be considered.
- The employer will investigate what has happened without delay.
- The employer will swiftly ensure that the harassment ceases.
- The employer will take into account the wishes of the employee regarding the handling of the issue and will listen seriously to the account of the person who has been exposed to harassment and how this person assesses the situation.
- The employer will keep all involved informed of how the handling of the issue progresses, what timetables have been decided, which measures that will be taken and if no further measures will be taken.
- No information of the investigation will be spread at the work place.

Policy adopted on 19 June, 2014.

A handwritten signature in blue ink, which appears to read "Jakob Hallgren", is written over the printed name and title.

Jakob Hallgren
Deputy Director