

Minutes from the Cooperation group – Tuesday, 12 December 2023 at 10.30-12.30 in Conference Room.

Participants: Joakim, Kristina, Hedvig, Lisa, Ulla (main work environment representative), Pieter (ST), Annika (Saco), Kyngmee (Saco)

Excuses: Laura (work environment representative), Nan (RSC)

- **Whistle Blowing policy**

The cooperation group went through the policy last meeting and now going through the more or less finalized version. The policy is adjusted based on the discussion and suggestions. After changes concluded during the last meeting and SMT's review, and minor changes during the meeting, the policy can be finalized and approved.

- **Safeguarding policy**

Annika provided additional input after we reviewed the policy last meeting. The input was discussed and led to changes in the policy to clarify the scope of the Safeguarding policy. Kristina will look further into the changes.

- **Employee Survey 2024**

Lisa presented about the employee survey, gave a background brief, and explained the new process. During fall, HR has been looking into alternative suppliers for the employee survey for 2024 and three different suppliers were shortlisted.

In the end, HR recommended Zondera as supplier. SMT will meet them on Monday 18 December and the cooperation group will also meet them separately.

- **Personnel**

Arrivals

- Alexander Blanchard, SR, Governance of Artificial intelligence, 8 January
- Jingdong Yuan, SR/PD, China-Asia security, 15 January

Departures

- Noah Bell, Outreach, 19 January
- Hedvig Brage, HR, 31 January

- **Union issues**

ST asked about the staffing in HR for 2024. The recruitment for HR manager is ongoing and there will be a temporary solution to cover for the HR officer position.

- **Work environment issues**

There is currently a survey ongoing about Hailey and conducting the PAD process in Hailey for line managers.

HR will do a line manager seminar about work adaptation and detecting early signs of illness in January.

A process for a yearly follow up on the work environment is being implemented.

- **Any other business**

Nothing specific.

- **Next meeting**

12 January 2024.

Note taker:



Hedvig Brage

Note checker:



Kyungmee Kim