



# Policy: **Working at SLU**

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Everyone employed at SLU is referred to as a **member of staff** or **employee**. You are an employee in relation to other members of staff and your employer, i.e. SLU. Some members of staff also have formal roles such as leaders and/or managers. **The SLU policy for managers and leaders** applies to these employees.

**T**his policy explains and clarifies what is expected of you as a member of staff in terms of professional behaviour, contributions to development and responsibilities. Together we can create positive results and a positive work environment.

Your knowledge, skills, motivation, care and ideas are SLU's greatest resources, and working at SLU should be rewarding and stimulating. Your needs and the needs of the organisation must be able to work together and boost each other. This requires both transparency and cooperation, together with a give-and-take between employees and with the employer. In the event of conflicting objectives, the needs of the organisation go first.

At SLU, we combine independent tasks with shared duties and we have a responsibility to work together to implement SLU's vision. We are also each other's work environment. You are expected to be able to interact with all colleagues and adapt your behaviour to your roles and the situations that arise in the workplace. In short, staff need to act professionally towards each other, managers, our students and the wider community.

As an employee, you have certain contractual obligations<sup>1</sup> and rights<sup>2</sup> in relation to SLU. As a university, we all have a particular responsibility to protect the values that characterise a higher education institution – an environment that promotes the impartial pursuit of knowledge and learning and represents academic freedom, research ethics, objectivity, an expanse of ideas and critical thinking. SLU is a public authority, making you a government employee. This places additional demands on your professional practice based on the basic values of central government and the laws and agreements that regulate public authorities.

*This policy was decided by the vice-chancellor on 8 January 2025.*



<sup>1</sup> *Obligations include following the employer's right of management and the associated duty to work and duty of loyalty. In addition, employees must participate in work environment management.*

<sup>2</sup> *This includes the employer's duty of care, having a positive work environment, salary, insurance, etc.*

# Expectations of employeeship

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## ■ Professional behaviour

1. Contribute to a positive and inclusive working environment by treating others professionally, respectfully and with kindness. Offer support where needed for helping each other and, consequently SLU, to succeed.
2. Contribute to a workplace where a diversity of ideas, perspectives and opinions are welcome. Try to actively see your colleagues' good intentions.
3. Highlight errors and shortcomings in a friendly and constructive way, understanding that it may be a person's prerogative to have taken a certain decision whereas you may have acted differently. Remember that there is a fine line between constructive and problematic criticism.

## ■ Contribute to development

4. Openly share your knowledge, experiences and ideas to help you, others and your organisation grow. By doing so, you ensure that you are not the only person who can perform a specific task. Give your colleagues to access the shared resources available to you.
5. Contribute to internal work and sense of community. Be sure to include and engage your colleagues so diverse perspectives can be highlighted and discussed. If possible, get involved if others ask you to participate.
6. Familiarise yourself with the purpose and targets of your work. Cooperate with your manager to help you understand your responsibilities and how your role and those related to it are part of SLU.
7. Approach change constructively. We operate in an environment where conditions and opportunities are continually shifting – sometimes rapidly. Short-term problems may arise, duties may change and expectations may need to be adjusted. This in accordance with applicable laws and agreements.

## ■ Responsibility

8. Perform your tasks professionally, reliably and with a balance between quality and efficiency. Represent SLU in a way that inspires and upholds the public's confidence in the university.
9. Use SLU and community resources wisely, and use your colleagues' and managers' time responsibly.
10. Stay informed about the SLU decisions that affect you and your organisation. You should also stay up to date with societal developments in general, as well as those within your field – especially in terms of methodologies, regulations and practices.
11. Familiarise yourself with the responsibilities and challenges faced in management and leadership. Respect decision-making powers and the decisions taken. Assume good intentions, highlight any problems and help your managers succeed in their roles.
12. Together with your manager, take responsibility for ensuring the work-life balance and recuperation you need. Draw attention to and notify the manager with staff responsibility if your wellbeing or the wellbeing of others is negatively affected.

