

Common Code of Conduct for Managers and Employees at Södertörn University

Södertörn University's ethos states the following:

Södertörn University shall be an attractive and competitive workplace, one where colleagues and employees are content and cooperative, and where everyone's expertise is utilised. Södertörn University shall be an independent higher education institution that develops through openness, participation and influence at all levels.

A good work environment is necessary for us to be able to live in accordance with our ethos. We create and maintain this together. We are each other's work environment every day, so we should always treat each other with respect. We also defend and take an active position for the equality of dignity and rights for everyone, and work against discrimination and harassment. Good collegiality and good management create the right conditions for a good work environment.

Good collegiality not only includes treating each other with respect, but also a responsibility to:

- be professional in your work and conduct it in a confidence-inspiring and effective manner
- actively participate in the design of your own skills development
- contribute to and shape good and open communication, both at the university and in wider society
- reflect on how your own actions and forms of expression in public life and in other channels may affect the university's activities
- take decisions for the common good of the university and in accordance with the relevant regulations
- avoid conflicts of interest
- ensure compliance with the university's rules and decisions
- follow the legislation and regulations applicable to the university's activities
- be familiar with and share the central government's basic values.

All employees are expected to be involved in the university's development and the fulfilment of its objectives. This is done by participating in the university's various forums and arenas, and by taking responsibility for your work, putting the big picture ahead of individual interests and providing your skills so that we achieve the university's objectives.

Good management requires, in addition to that specified under collegiality, that managers:

- are the employer's representative and a manager for the state
- lead and allocate work and, when necessary, define clear priorities
- follow up, evaluate and use resources in a manner that benefits the university and creates a good work environment for employees and students
- create an efficient, quality-assured, creative and results-oriented organisation
- have a specific communicative responsibility for their activities and vis-à-vis their colleagues, which includes providing feedback and ensuring participation, as well as ensuring that information is disseminated to, from and between employees throughout the organisation
- create the right conditions for all employees to achieve their objectives, which in turn leads to the organisation's objectives being achieved.

Södertörn University is a public authority, which means there is an extensive legislative framework¹ regulating external conditions for each employee's work. There are also the common basic values for central government employees, which can be summarised using the following six principles:

1. Democracy
2. Legality
3. Objectivity, impartiality and equal treatment
4. Free formation of opinion
5. Respect
6. Efficiency and service.

For more information about the common basic values for central government employees, please see:

<http://www.government.se/49b756/contentassets/7800b1f18910475d9d58dba870294a63/common-basic-values-for-central-government-employees--a-summary-s2014.021>

¹ The Higher Education Act and Higher Education Ordinance, public service agreements and special commissions, the Administrative Procedure Act and Government Agency Ordinance, the Ordinance on internal management and control, legislation pertaining to work and employment, the Discrimination Act, the Work Environment Act and the fundamental freedoms and rights, etc.