

The F-Guild Equality Plan 2024

The F-guild at TLTH is a politically and religiously independent organization for all those who study one or more of the following programmes at LTH: Engineering Physics, Engineering Mathematics and Engineering Nanoscience. It is therefore of importance that the guild's activities strive to be open for all and that they do not assume that the members fit into any sort of norm. The goal of this equality plan is twofold. On the one hand, it works to ensure that the activities of the guild as well as the possibility to get involved with the work of the guild is open for all students at the forementioned programmes, rather than a given subset of people that fit into a certain norm. On the other hand, the equality plan aims to prevent the event of any guild member ever being negatively affected as a result of age, gender/gender-identity, sexual preference, ethnicity, religion or special needs.

The purpose of this document is to direct and concretize the work being done to create a more welcoming and inclusive guild. It is shaped and prepared by the Committee for Student Equality and then reviewed and eventually approved by the Board. The Equality Plan is split into a strategic part and a part that presents yearly goals. The yearly goals of the equality plan are split up among the committees of the guild, where each committee is responsible for setting their own individual goals. Furthermore, it is to be noted that, in the case of mistranslation, or differing details or interpretations of the Swedish and English version of this document, it is always the Swedish version that takes precedence.

The responsibility for the strategic part of the equality work being done at the Guild lies with the Board, the President of the Committee for Student Equality and the Master of Conscience. The responsibility for making sure that the yearly goals are fulfilled falls on the main persons responsible.

Follow-up, evaluation and revision

The equality plan shall be followed-up every study period by evaluating the progress made on the yearly goals set. The follow-up occurs through a written report from each main responsible person in conjunction with the study period report.

Evaluation of the equality plan is carried out by the Committee for Student Equality together with The Board and the main responsible people at the end of each term. The evaluation shall be in written form and used as background material for the revision of the equality plan.

This document shall, in accordance with Guild regulations, be finalized at the latest before the first Board meeting of April each year. At said meeting, the document shall be approved by the Board. The revision of the equality plan shall be done by the Committee for Student Equality together with the Board and main persons responsible.

The F-Guilds goals for 2024

The yearly goals are split into the committees of the guild and are set by the committees themselves. The goals are set and formulated so that they can be achieved and fulfilled during the year 2024.

The Board

Main person responsible: Chair of the Board

The F-Guild should be a place where members feel welcome and can have their voice heard. Everyone who wants to should have the chance to find their own place and it should feel natural to question the organisation. As the decision-making authority in the guild between guild assemblies, the board has a great responsibility to listen to and protect the opinions of all guild members. The board wants to work during the year to: be more visible to the members, enable all guild members to take part in and influence the work, and reduce stress internally in the board.

- Continue to sit in Hilbert to increase the board's visibility.
- Inform the members about the structure of the guild, the work of the board and the individual member's opportunities for influence. For example, by posting simplified summaries of the board meetings on Facebook and the website and making infographics, so it is easy to take part in our work.
- Make the discussions behind the board's decisions visible, so that interested members also understand the basis for decisions and see the work we have done.
- Make it easier for non-Swedish-speaking guild members to gain insight into the board's work. For example, through simplified summaries of the board meetings in English on Facebook and the website, bilingual meeting notices, be clear that the board can translate parts of the meeting documents and minutes on request and provide the opportunity for items at board meetings to be held in English.
- Together with LiBU, work to ensure that all committees in the guild work more consciously and continuously with their individual equal treatment plans.
- Reduce the 'board lingo', and instead talk so that all members understand.
- Work to reduce stress among board members by reducing the ambition and expectations of the members' work and by actively talking and working with the issue, but also by having more relaxed meetings, for example in a pub.

The Conscience

Main person responsible: Master of Conscience

The Conscience is responsible for promoting equality and sustainability within our student organisation. We are aware that our guild currently and historically has had a homogeneous membership, and, as such, the role of the committee is to ensure that the organisation takes this into account as it seeks to create an inclusive space for all. Our strategy includes identifying areas of inequality within the organisation, raising awareness of these issues and promoting ways for members to contribute to the organisation's equality work. The committee aims to make the organisation a more welcoming and inclusive place for all members, regardless of their interests or background.

In line with this strategy, the committee has set the following equality goals for 2024.

Goals for 2024:

- Improve the Committee's transparency and visibility to ensure that its objectives and activities are clear to all members of the organisation. This will be achieved by, among other things, informing about the equality plan on Facebook, and generally organising events that are clearly advertised.
- Through posters and a more well-used 'wellness board' increase the visibility of the committee, the student health and safety representatives, and the anonymous contact form. This will also increase the visibility to those who are not involved in the guild, but still should be represented by us.
- Increase the committee's effectiveness in working on equality issues by increasing the responsibility of individual committee members to run personal projects in parallel.
- Ensure that all events organised by the guild have a plan for the equal participation of non-Swedish speakers. This should also include informing non-Swedish speaking students about their rights in the guild.

- Make the preparation and revision of the equal treatment plan available to all guild members to give their views and opinions. In particular, this should be done by preparing the committees' equal treatment plans in consultation with the members of the committees, and by posting the compiled plan on Facebook. Guild members should also be informed of the opportunity to submit comments.
- Engage with third party organisations that are of interest to the organisation's equality work by inviting them to give lectures, discussions and talks with students. This also includes the sustainability coordinators' work on social sustainability issues and discussions on the ethics of certain sponsors.
- Create opportunities for members to give feedback and criticise the guild, and clearly inform about these.
- Increase awareness and accessibility of students' rights in terms of disability and language, both within the organisation and in the educational context. Co-operate with other committees, especially the Fös, to achieve this goal.
- Prioritise the Conscience's internal social sustainability and stress management by holding one meeting per semester where the well-being of each committee member is prioritised. This meeting should create an open climate where people can vent and discuss their stress.
- At internal meetings within the Conscience keeping in mind that the issues discussed are often charged and personal, with no 'right' answers. It is therefore very important that discussions are conducted with an understanding of differing opinions, with openness to working through and changing one's opinion.
- Provide opportunities, resources and support for guild members who want to organise separatist events and spaces, such as FREJA. This is to help create safe and inclusive spaces where marginalised groups can gather, connect and support each other.

The Master of Conscience is the primary person responsible for overseeing the work of the committee and ensuring that these goals are met.

The Book Publishing House

Main person responsible: Treasurer

As far as the Book Publishing House is concerned, equal treatment is relevant to the extent that the Committee's financial management should be easily accessible to all concerned. This means that all information and practices should be available to all. It also means that those in the guild who are affected by the finances should be able to absorb them as easily as possible and have the opportunity to get help and exercise influence.

Committee officials should work in a stress-free environment where they feel a sense of community with the other officials in the committee. As their tasks affect everyone in the guild, conflicts may arise. Active efforts should be made to prevent this from happening, as it is detrimental to the well-being of the officials.

Goals for 2024:

- Committee members should not feel stressed about their committee work.
- External conflicts should not be taken with the members but go through the treasurer.
- There should be a good tone and fellowship between the members of the committee.
- Continuously review whether relevant financial documents such as guidebooks are sufficiently accessible to guild volunteers and especially the ones responsible for budgets.

Hilbert Café

Main person responsible: Head of the Café

Hilbert Café is the F-guild's student-run café located in the middle of the math house on the first floor. Its main task is to offer lunch, fika and coffee to the students in and around the math house, but we welcome everyone to shop at the café and hang out in our premises. The café is run voluntarily by (mostly) students at the F-guild and welcomes everyone to work with us, regardless of experience or language skills. We want to offer food for everyone regardless of allergies or preferences and do this to the best of our ability. Since everyone who works in the café does so voluntarily, it is extra important for us that everyone feels appreciated and does not work more than they can or want, and has the opportunity to have fun in the café while managing their studies. In addition to a café, we are a committee at the F-guild and want to ensure that the members in the committee have fun and get meaningful volunteer work.

Our concrete goals for 2024 are:

- Everyone should feel welcome regardless of ability. This is achieved by informing that no prior knowledge is required.
- Everyone should be included regardless of language skills. This is achieved by also providing all information in English and being clear in our information that no language skills are required.
- No one should feel stressed because of their guild involvement. Instead it should be a fun and relaxing complement to their studies.
- Offer vegan options every day we are open (we reserve the right to run out of vegan products and low demand may limit our supply).
- Offer as many allergy friendly options as possible.
- Committee officials should feel that they have a meaningful involvement and are given the opportunity to get to know each other outside of the ordinary café operations.

The Fös

Main person responsible: Överfös

The Fös strives to create an inclusive and safe environment in the Introduction. It should be accessible to engage oneself and one should feel appreciated and respected as a volunteer. When the Introduction begins the mentees' safety and well-being is very important. The Fös hopes to create an Introduction where there is something for everyone, and where one can find a sense of belonging regardless of interests or background.

Goals for 2024:

- The Fös strives for an increased sense of security when it comes to alcohol. This is done by continuing to have an alcohol-free week and, through mentor training, providing clear guidelines on alcohol and how to create an open climate in their mentor group. In addition, we strive to clarify whether an event will include alcohol or not in event descriptions.
- The Fös strives to draw attention to the rules of conduct that exist during orientation for the new students, such as zero tolerance for racism, sexual harassment and bullying. This is done by the Fös, in collaboration with SVL, highlighting the guidelines at the mentee's first meeting with the Fös and following up at weekly meetings with the contact mentors and anonymous surveys.
- The Fös strives to ensure that all mentors are well aware of what zero tolerance means, where the boundaries are and how they should work in their respective groups to maintain a welcoming and inclusive climate for everyone. This is done through mentor training and discussions before the start of the introduction.

- The Fös's goal is for all mentees who come to the F guild to have a fun and safe start to their studies. The Fös works with this continuously during the spring and summer through training, planning and contact with the mentors. The goal is an introduction with a wide range of activities and commitment that allows everyone to find something in student life that suits them.
- The Fös wants to work closely with LiBU to better manage negative feelings related to the recruitment process among officials, volunteers, other guild members and Fös.
- The Fös wants to take advantage of the commitment of guild members who in one way or another want to be part of the introduction. This is done by having committee members both as extrafös and mentors.
- The Fös wants to encourage and celebrate the fact that there are two different types of mentors who have different purposes and require different types of commitment, both of which are very positive and important for the introduction. This is done by, for example, letting the mission groups take group pictures (just like the group mentors do on the first day), and by letting the mentees run out to their mentors after a movie screening, as is the tradition in other guilds. The different types of mentors should not be compared with each other but should function in different ways and therefore there should be no attempt to make the different types of mentors more similar.
- The Fös's goal is to make it possible as much as possible for people with disabilities to participate in introduction events. This by keeping good contact with educational support, the Union, LiBU, and the person in question.
- The Fös wants to strive for the international students to have an equally rewarding and fun introduction as the Swedish students. We do this by trying to organize more events together with international students in other guilds and at the same time let them be part of the Swedish introduction. To make it easier to include international students, we expect all mentors to speak English if international students are present, this is presented during mentor training and before the introduction. We want to encourage the inclusion of international students in gyckel, for example by holding them in English and encouraging that there should be English subtitles on movie gyckel, both to include international students but also because it is very difficult to hear.
- The Fös does not want to draw attention to stereotypes that may exist about guilds at LTH or about the different programs within the F-guild. Something that all mentors are also made aware of through training.
- The Fös are working internally to reduce the stress that comes with the post by having an open climate and having continuous conversations about well-being and how the work is going. This is so that we can more easily relieve each other and understand if we sometimes need to take time off. During introduction, there will also be a schedule so that the Fös members know when they are expected to work. It will then be easier for people to take a day off while ensuring that someone will always be able to attend an event.
- The Fös communicates to other committees what the cooperation between the committee and the Fös should look like. This is to reduce the extra and unnecessary stress that ends up on the Fös from how other committees act in ignorance of the Fös's own work. This also applies, above all, to the Board.

The Ministry of Culture

Main person responsible: Minister of Culture

To promote equality, the Ministry of Culture should work to broaden activities and reach out to as large a target group as possible. They are also to inform and educate the committee's members so that they bring an equality perspective into their work. Furthermore the Ministry of Culture shall focus on the health and well-being of the workers of the committee.

Goals for 2024:

- Work to ensure the well-being of the workers of the committee and decrease levels of stress by, among other things, holding principal discussions and an evaluation talk per semester with all workers.
- Work to ensure that both internal events and events for the guild are as affordable as possible.
- Work to maintain and broaden the diversity of activities in order to reach out to different target groups.
- Work to ensure that the committee also reaches out to international students. For example ensure that all information is available in English, by having English subtitles in “filmgyckel” and speaking English during “sittningar” if necessary.
- By hosting joint events such as kick-offs and educations aim to increase the cohesion of the committee.
- The committee should pay extra attention to its role as a culture carrier during the introduction. It's important that the reiseleitery's “stone-face” is a character that only lasts for short periods of time and never takes place in personal contact with anyone. No member of the guild should be adversely affected by the traditions or culture of the committee.
- There will be zero tolerance towards alcohol pressure at the committee's events. This will be done by for example only arranging activities that can be played without alcohol and/or offer alcohol free alternatives which is encouraged by the committee's workers.
- Work to make it feel okay and accepted to choose a non-alcoholic alternative, both inside and outside of the committee.
- Work to include more members of the guild in the committee's events. For example try to include those who are not part of a large group of friends, try to include more girls or to counteract macho culture.
- Work to counteract the status that certain positions in the committee may be perceived to have in various contexts.

Corporate Relations Committee

Main person responsible: Head of Corporate Relations

For many years FNU has discussed breaking the macho/wall street culture that many have experienced. Everyone in the committee agrees that this has gone well and none of the current members experiences this as a problem, but in our communication outwards towards the guild there is still a great focus on stocks, money and the like, which gives the impression of a “bro”-culture, which is made even more unfortunate by the fact it does not actually represent reality, but could still scare some people off from applying. The problem is not necessarily that this is said at all, it can still be fun to joke about, but when it is the only thing people see it might create a picture that does not reflect reality.

Goals for 2024:

- Be clear about what our internal culture is actually like so that we can attract people from more varied backgrounds.
- Put less emphasis on stocks/finance in our communication towards the rest of the guild.
- Try to attract more companies that are interested in Nano.
- Send out info in English before events.
- Maintain a relaxed atmosphere with low pressure and stress so that it doesn't feel like a job.

The Procession

Main person responsible: Chief Herald

The Procession stands for the ceremonial activities at the guild and, among other things, the awarding of medals. The procession strives for all volunteers to take part in the ceremonial activities and for the awarding of medals to take place based on previous involvement. When selecting guild volunteers who are admitted to the Hilbert Älg order, the Procession must act objectively based on the order's statutes and the policy for awards.

Goals for 2024:

- All volunteers should receive the awards they deserve regardless of gender, age, ethnicity, etc.
- Inclusion in Hilbert's order must take place in a fair and objective manner according to a system and an overall assessment that reflects the statutes for the order.

The Facilities Committee

Main person responsible: Head of Facilities

- **Advertising to the guild:** Work to make sure that the members of the guild are aware of the services offered by the Facilities Committee. A minimum level is to ensure that there are posters on the billboards and a relevant text in Vecktorn once a semester that advertises to members who are not necessarily as involved in the guild.
- **Jargon:** Both within the committee and in contact with outsiders, no one should feel diminished because they do not have knowledge or experience of something (such as tools or design programs). Instead, the person should be given the opportunity to learn. Be particularly clear about this in relation to elections, and rephrase job descriptions to emphasize that no previous experience is required.
- **Image:** Avoid portraying the committee as boyish, both internally and externally. Everyone should feel comfortable and safe. The tradition of the shirtless LKG gyckel **dies this year**.
- **Communication:** Work actively to maintain the positive and welcoming atmosphere in the committee. Discourage any negative jargon and work to ensure that volunteers feel safe to report any incidents.
- **Discussing stress:** Advocate for openness about stress and ensure that everyone in the committee feels safe to share any stress arising from the committee's activities. Care for each other's health and well-being and thus help each other with relief in case officials feel overwhelmed and uncomfortable with the workload. Evaluate regularly to ensure that different internal posts have an equal workload.
- **Performance requirements:** Work to maintain a culture and way of working that places low demands on volunteers in terms of ability, performance and participation. Ensure that the Facilities Committee can continue to be a relatively stress-free committee.
- **Menstrual hygiene products:** Work to have menstrual hygiene products in all toilets around the guild's premises (mainly on the ground floor in Hilbert Café). Put up a sign with contact information to make comments or report that the hygiene products have run out.
- **Locker rental:** Work to develop a policy regarding locker rental so that when there is a high demand for lockers, it is handled fairly and the guild's members have an equal chance to get access to renting a locker.
- **Clothing sizes:** When clothing is purchased for sale, it should be purchased in sizes XS through XL, and should be sold at the same price.
- **Design:** Jokes of a more cheeky nature are okay, but should never be aimed at marginalized groups, and otherwise be in line with the values of the guild and Teknologkåren.

- **Language on merch:** We should strive to always have some patches in English.
- **The I-am-rich-medal:** Do not sell the medals during the fall. It is easy for the newcomers to be pressured into buying them against their will.
- **Guild involvement in merch:** Make sure that it is possible to contact the merch designers and that they are responsive to the guild's opinions. Integrate the guild in design sometimes (e.g. through patch competitions).

The Ministry of Truth

Main person responsible: Minister of Truth

The Ministry of Truth is responsible for the dissemination of information at the guild. A large part of the committee's responsibility is therefore to make sure that the information is accessible to all members of the guild. It is important that the information is kept objective, follows the values of the guild and that the acquisition and dissemination of information is handled with equality in mind. For a committee of this size it is also important that the different parts have a good work environment within themselves and that there are possibilities to create good relationships with people from different parts of the committee so that everyone can enjoy their time in the committee.

Goals for 2024:

- Make sure that news and information is centralized to the website. The information can also be published to other channels, however if it is isolated to one social media platform it will be unavailable for some guild members.
- Work to reduce stress by preparing for the more risky situations that appear throughout the year and creating plans for what to do if something goes wrong.
- Due to its responsibility for the guild's information channels the committee should help to inform the new students about these channels during the introduction. It is important that even the international students get informed about these channels.
- Cooperation and communication between the different parts of the committee shall be encouraged. In addition there shall continue to be social events to increase the shared sense of community within the committee.

Sekret Service

Main person responsible: Secretary

Sekret Service is a committee with a wide range of activities where the majority of the members already are regulated under other committees or within TLTH. The most important part of the equality work is therefore placed on the speaker of the guild assembly. Guild assemblies are incredibly important as they are the highest decision-making body of the guild and therefore it is of the utmost importance that these are conducted in an inclusive way so that all members feel welcome.

Goals for 2024:

- See that the guild assemblies are of reasonable length so that members feel that they don't have to spend unjustified time at the meeting, but still have their opinions heard.
- Ensure a good distribution of speaking time during guild assemblies so that both newer and more experienced guild members get to have their say.

The Festivities Committee

Main person responsible: Head of Festivities

The committee's goal is to organize events that are welcoming and fun to attend, and this should apply to everyone. The festivities committee will therefore strive to, among other things, arrange events in different price ranges and receive feedback from guests and workers. The committee will also prioritize the well-being of all volunteers and the community of the whole group.

Objective: The festivities committee will organize events to strengthen the social community at the guild and counteract loneliness among members of the guild.

Goals for 2024:

- The “masters” will be open to and encourage evaluation of all aspects of the work of the committee, both oral and written. This will be done by sending out an anonymous written survey after each sitting to all employees of the committee and continuously asking for feedback orally during sessions. We will work to create changes where it seems necessary.
- Sexmästeriet will evaluate how guests at their events experience their activities. This will be done by offering members of the guild a couple times a year to answer an anonymous form where they can share their experiences.
- The festivities committee shall strive to ensure that guests, regardless of food preferences due to ethical reasons, religious reasons or allergies, are offered equivalent food at the committee's events. This also means that those who do not drink alcohol should be offered equivalent alternatives. All of the committee's employees must also be offered proper food during work shifts, regardless of food preferences.
- The festivities committee should strive to organize events that are financially accessible to as many people as possible by, for example, organizing events in different price ranges.
- The committee will work for the well-being of all officials and reduce stress levels.
- The committee will strive to create a safe and forgiving environment where it is always okay to take a break, both during an active event and from the engagement as a whole.
- The festivities committee should maintain open and smooth communication with other committees about equal treatment in the guild. This cross-committee activity on equality issues should benefit everyone in the guild. This should be done when necessary, i.e. when specific problems arise where consultation with the appropriate committee is considered fruitful.
- The committee should strive to hold joint internal kick-offs and similar events to build cohesion throughout the committee.
- The festivities committee shall make information about its activities available to all parts of the guild, including the English-speaking. This also applies to sittningar, where the committee strives to ensure that all submitted film clips have English subtitles when they are submitted to the Toastmasters.
- The festivities committee should strive to ensure that seating is adaptable for as many guests as possible. One example of this is that guests with disabilities such as hearing loss should be able to sit closer to the stage. In addition, the festivities committee will strive to be able to present subtitles on movie screens to increase accessibility.

The Ministry of Education

Main person responsible: Minister of Education

Equal treatment is a key part of an education of high quality. It is very important for The Students' Educational Council to strive for a better education for all members of the guild and therefore equal treatment of all students is a key focus when we monitor our education.

Goals for 2024:

- Hold regular meetings where the well-being of its members can be discussed and tasks divided up to reduce workload.

- Cooperate with the Committee for Student Equality to hold study nights that will improve student well-being.
- Help, support and educate the course representatives in their work.
- Use the program boards to reach out to students who aren't active in the guild.
- Cooperate with the Committee for Student Equality and program boards to investigate workload during the semesters over time.

The Nominating Committee

Main person responsible: Convening member of the Nominating Committee

The nominating committee is important in all democratic organizations, but it also carries significant responsibility and power. The primary task of the nominating committee is to assess the competence of candidates and propose those deemed most suitable for the positions to be filled. Subsequently, it is the responsibility of the guild meeting to vote for the candidates, but the nominating committee still wields considerable power over the process. If, through its work, the nominating committee identifies norms that affect who seeks positions of trust, such as program or year of study, this is valuable knowledge that should be communicated to the board and other key individuals within the guild. In this way, the nominating committee's power can be utilized in a different manner.

Goals for 2024:

- Have the same members of the nominating committee conduct interviews for the same position.
- Clearly announce when the election opens and closes in both Swedish and English.
- Offer interviews in English and remotely when desired by the candidate.
- Inform nomination groups how elections where the nominating committee is not involved should proceed.
- Not interview candidates with whom the members of the nominating committee have a close personal relationship.
- Ensure, to the greatest extent possible, to select candidates who have a healthy view regarding workload for major leadership positions.
- In consultation with the Committee for Student Equality, review the position profiles.
- Ensure that the nominating committee is aware of the power they hold over the elections.