

## The 2021 F- guild Equality Plan

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 fore-mentioned 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 President of the Equality Committee 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/interpretations of the Swedish and English version of this document, it is always the Swedish version that takes precedence.

Both The Board and the President of the Committee for Student Equality are responsible for the strategic part of the equality-work being done at the Guild. The responsibility for making sure that the yearly goals are fulfilled falls on the main responsible people.

### Follow-up, evaluation and revision

The equality plan shall be followed-up every third board meeting by evaluating the progress made on the yearly goals set. The follow-up occurs through a written report from each main responsible person sent in as a board meeting document beforehand, alternatively via an oral statement held at the meeting.

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 responsible people.

### Goals for the F-Guild 2021

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 2021.

#### The board

**Main person responsible:** Chair of the Board

The F-guild should be a place where members feel welcome and that they have a say in things. Everyone that wants to find their own place at the guild should have the chance to do so and questioning the organisation should feel natural and non-threatening. The board should be approachable and care for the members' opinions. We understand that everyone comes from different backgrounds and have differing opinions but hope that we can ensure that members' willingness to reach out to the board and that their treatment is unaffected by this. Everyone should be able to come to the board, be treated fairly and have opportunity to grow regardless. We want to make it easier for the members of the guild to present their opinions at and outside of board meetings.

#### Goals for 2021:

- Do something fun in Hilbert, or elsewhere, at least once a reading period.
- Inform the layman guild members about guild structure
- Strive for improved sense of community in the board by hanging out outside of board work at least once a term.
- Continue to inform the guild members about the board's meetings.

### Hilbert Café

**Main person responsible:** Cafémaster and Vice cafémaster.

For Hilbert Café, it is important that everyone feels welcome when they visit the café. Hilbert should be a pleasant environment and a customer should have equal opportunity to buy lunch or coffee regardless of preferences or allergies. It should be easy to work a shift and it should be fun to be in the café. To achieve that wonderful atmosphere, Hilbert Café intends to broaden our assortment for those with different food preferences, inform about what ingredients are in the products we sell and clarify what kind of compensation one gets for working. We will also increase the amount of information available in English to broaden the café's reach.

#### Goals for 2021:

- Evaluate the menu and try to improve the gluten-free options.
- Work to increase the vegan and vegetarian assortments.
- Clarify the ingredients in the products we sell.
- Reduce the barrier to getting involved in the café by clarifying the compensations that are promised.
- Improve and expand English translations.

### The Fös

**Main person responsible:** Överfös

The Fös is responsible for welcoming the new students with an introduction-period at the beginning of each academic year. With this comes a large responsibility to make sure that the new students feel welcome and that the introduction-period bears the mark of equal treatment and inclusion. It is therefore important that equal treatment is an integral part of each aspect of the introduction - both among the new students and the guild volunteers.

### Goals for 2021:

- The Fös intends to educate all the new students on what rules of conduct we have during our initiation (nollning), such as zero tolerance for racism, sexual harassment and bullying. To achieve this goal we will emphasize the importance of our guidelines at the first meeting with the new students. Furthermore, we will follow up on the weekly meeting with the contact mentor and with anonymous surveys.
- The Fös strives for all the mentors to have a great understanding of what zero tolerance means, where to draw the line and how they should work in their groups in order to maintain a climate that is welcoming and inclusive for all. This should be done by educating the mentors before the start of the initiation.
- The Fös strives for an increased sense of safety regarding alcohol. We aim to achieve this by continuing to have an alcohol-free week and give the mentors clear guidelines about alcohol and how they can create an open climate within their group.

## The Treasury

**Main person responsible:** The Treasurer

When it comes to equality in The Treasury an important aspect is to make sure that the relevant information is easily available to those who might need it. It's also important that those in charge of or responsible for different aspects have the influence necessary to do their work. The budget should also be distributed fairly.

### Goals for 2021:

- Make easy checklists for things that might affect all volunteers, such as how to declare expenses made for the guild.
- Make an easy checklist on how to actually book the transactions to make the transition easier for new volunteers in The Treasury.
- Make sure relevant documents are easily accessible for volunteers.

## The Committee for Student Equality

**Main person responsible:** The President of the Committee for Student Equality

For the Equality Committee, equality work is what defines the committee's activities. It is the very mission and purpose of the Equality Committee to work towards creating a guild where each member is treated fairly, both on a structural and interpersonal level. For this reason, one of the most important keywords of the committee is cooperation. Cooperation lays the foundation of the work of the Equality Committee both in and outside of the Guild - work which aims to both increase awareness of the existing injustices as well as to increase inclusion in the name of equal treatment. In order to achieve a Guild where everyone, regardless of background and situation, receives the same opportunities and is treated equally, the Equality Committee works to develop its current activities and structure as well as add elements that are missing in the name of equality.

### Goals for 2021:

- Act to make our activities visible as well as transparent during periods of time where this is deemed of extra importance, such as during the introduction-period or during stressful periods, in order to make the committee more available for every Guild member.
- Make sure to have events that aim to combat the negative effects of the Corona pandemic, such as loneliness and exclusion.

- To rouse public attention to as well as work particularly closely with one topic, deemed relevant for the work of the committee, every academic month via social media and events.
- The work of the committee shall be marked with efforts taken to include English-speakers (as opposed to Swedish-speakers), so that all official documents shall be available in both Swedish and English and all events held by the committee include a plan for how non-Swedish speakers can participate in an equal manner.

## Corporate Relations committee

**Main person responsible:** Head of Corporate Relations

The goals of the Corporate Relations Committee are based on the idea that the committee should work with equal treatment both externally; towards all students regardless of field of study, and internally; we shall strive for a positive work environment where everyone feels that they are safe and can develop in the committee. In addition to this, we believe that many companies value equal treatment highly, therefore it is of interest for guild members to be able to learn about these subjects.

Goals for 2021:

- Equality activity: The Corporate Relations Committee will strive to organize at least one activity where a company or alumnus raises a perspective from the business community that is not usually reflected in the committee's events.
- Input from the guild: Develop the concepts Pi-FARAD and Nano-FARAD, to get companies from a wider range of industries to collaborate with us. Ask companies which specializations they are interested in and clarify these preferences for students at the fair. Ask for input from the guild members on how the committee should work, for example by issuing a survey on proposals for companies and events.
- Close collaborations : The Corporate Relations Committee shall work with the goal of productive and healthy collaboration between FARAD, alumni managers, (possible) mentorship managers and FNU members with intent of contributing knowledge about business contact and to provide general support in the search for partners before the introduction. This by, for example, having joint thank-you events (kickoff, kickout) and joint work shifts once a week, as much as possible with regard to Covid-19.
- Discuss stress : Organize stress education twice a year with Libu. In the spring, the education can be jointly held with FNU, alumni managers and the sponsfös, while in the spring with FARAD, FNU and alumni managers.
- Open alumni activities: In connection with starting the alumni activities, ensure that as many alumni as possible can receive information about possible events and relevant information. Information about alumni activities must also be accessible to current students.

## The Facilities Committee

**Main person responsible:** Head of Facilities

Equality within the Facilities Committee entails that no one shall be treated differently based on their previous experiences and that everyone shall have the same opportunity to become a Caretaker or Webmaster. Personal interests are more valuable than prior knowledge. It is important that each member has equal opportunity to have their say within the council during their term. For guild members it should be easy to contact the Facilities Committee to get access to the equipment and help with questions regarding the website and app. The contents and functions on the website should be easy to understand for all users.

### Goals for 2021:

- The contents of the website should be available in both Swedish and English and these translations should be made and updated continuously.
- Arrange a common event for members of the council to encourage unity.
- Make the tools easily accessible and user friendly for guild members.
- Clarify to guild members that there are no prerequisites to apply for Caretaker and especially Webmaster.

## The Nominating Committee

**Main person responsible:** Convening member of the Nominating Committee

The nominating committee is important for all democratic organizations, and it has a big responsibility and a lot of authority. The most important assignment for the nominating committee is to compare the abilities of the applicants and nominate the best suited candidate for every position. Although it is the task of the guild assembly vote among the candidates, the nomination committee is very influential in the process. If the nominating committee discovers through its assignments that there exists norms influencing who applies for a position, such as their field of study or grade, it is important information to be passed on to the board and other key people on the guild. In this way, the influence of the nominating committee can be useful in multiple ways.

### Goals for 2021:

- Have an education about equality with the committee for student equality with the new nominating committee.
- Work towards producing a nominating committee manual for future nominating committees.
- Strive towards giving all applicants an equal chance for pitching themselves to the nomination committee. This includes, for example, having the same members of the nominating committee interviewing for the same position, and always having around the same number of members participating in the interviews.
- Make sure that the general requirement-profile used by the nominating committee is scrutinized and approved by the committee for student equality.

## The Students' Educational Council

**Main person responsible:** Minister of Education

The Student's Educational Council stands behind the statement that everyone should be given the same opportunities no matter their previous conditions. The Committee will strive to achieve equality in all aspects of our work and make equality a natural part of education monitoring. The final goal is to guarantee everybody a good education.

### Goals for 2021:

- We in the Students' Educational Council shall strive to have regular study evenings to combat the loneliness that people experience now during these times of distance studies.
- We in the Students' Educational Council will on a weekly basis inform the students of the guild about their rights as students. The information will be spread through our column in Veckorn "Right of the Week" (Veckans Rättighet). On some occasions we will also arrange events related to the student rights and put up posters in school when that is relevant again.

- We in the Students' Educational Council will offer our members once per semester to attend an education about equality so that they better understand and can work more effectively to achieve equality in study related issues.

## The Ministry of Culture

**Main person responsible:** The Minister of Culture

To promote equal treatment, the Ministry of Culture should work to broaden activities and reach out to as large a target group as possible. They are also to educate the workers of the committee so that these are able to bring a perspective of equal treatment to their work. Furthermore the Culture of Ministry shall strive to focus on the health and wellbeing of the workers of the committee.

**Goals for 2021:**

- Work to ensure the wellbeing of the workers of the committee and decrease levels of stress by, among other things, holding two development talks with each worker.
- Work to maintain and broaden the diversity of activities in order to reach out to different target groups.
- By hosting joint events such as kick-offs and educations aim to increase the cohesion of the committee.

## Ministry of Truth

**Main person responsible:** Minister of Truth

Equal treatment is an important aspect within the Ministry of Truth because they are responsible for ensuring that everyone in the Guild has access to important information. The Ministry of Truth also has a responsibility for the values that might be conveyed in the information passed on to members of the Guild. It is therefore important to think about which target group the information is aimed at, how it can be interpreted by the recipient and what can be unknowingly conveyed between the lines (for example, pressure concerning grades or alcohol, or alienation of international students). In addition to this, equal treatment is something that is important to make the members of the Ministry of Truth to flourish.

**Goals for 2021:**

- Make sure that important information is made available on several different forums and is not isolated to one platform (eg Facebook), which makes the information inaccessible to certain members of the Guild.
- Show how the Guild operates and how the committees' work, for example, by posting this on the Guild's instagram. This is important to continue to inspire members to volunteer for the Guild since the committees have been less accessible to the members during the corona pandemic.
- Continue the ongoing work to make Von Tänen feel more included in the Ministry of Truth by encouraging cooperation, communication and collaboration within the Ministry.

## The Festivities Committee

**Main person responsible:** The Head of Festivities

The committee of festivities has an important role in the equality work of the guild as it is its primary purpose to arrange events that are fun and welcoming to all members of the guild. The committee of festivities shall therefore work towards the goal that no one, be it worker or other guild member, should feel excluded and that as many events as possible should be available to everyone for example by working

with different themes and working in the attitude towards alcohol on the events hosted by the committee. It is also important to ensure the wellbeing of all the committee members and to make sure that the work is fun and rewarding, as well as making sure that the work is being done under well functioning conditions.

#### Goals for 2021:

- The committee of festivities shall offer an education on equality work for all committee members. This education should take place as early in the year as possible.
- Regardless of preference, be it of ethical, religious, allergies or other reasons, guests on the committee's events shall be offered food of equal quality as any other. This also applies to non-alcoholic beverages for those who wish a non-alcoholic alternative to potential alcoholic drinks. Furthermore all workers should, during working shifts, be offered proper food regardless of preference.
- The masters shall be open to, and promote, evaluation of all parts of the committees work, in both written and oral format. Parts of this work shall be done by sending a written form after all sittings as well as continually asking for feedback and opinions during working shifts. They shall strive to cause changes where deemed necessary.
- The committee for festivities and the master shall strive to strengthen the internal cohesion of the committee, especially between cooks, servers and bartenders, as well as strive towards making the social community more easily accessible to a broader spectrum of personality types and interests represented within the committee. This might be achieved by for example arranging more varied internal events beyond the customary post work parties (sexor), as well as arranging these in a way where alcohol does not play as prominent a role, where workers from the different worker groups can socialise in a varied environment.
- The Committee of Festivities shall, in light of the Corona pandemic, host events in order to strengthen the social cohesion of the guild and counteract loneliness even during periods where traditional sittings can not be arranged.

## The Committee of Medals and Honours

**Main person responsible:** Chief Herald

The Committee of Medal and Honours strives to agree on its interpretation of the award policy and how medals are awarded as well as aiming to give all guild members the same opportunity to purchase medals. When selecting guild members to be included in Hilbert Elk's society or awarded the F-guild's badges of honor, the Medal Committee shall act objectively on basis of the statutes and policy for awards, and review the functionary register and nominate all section members deemed appropriate.

#### Goals for 2021:

- Use different media to distribute material so that it can reach as many people as possible and not discriminate against those who do not have e.g Facebook. We aim to achieve this by: making physical copies that are set up in MH / upload to f-wiki, send out messages in Vecktor, post on the f-guild's website, etc.
- Make more posts in English to reach out to more members of the guild.
- Make it easier for the guild members to find out how to wear formal clothing in a correct way and also inform about other clothing options so as to make the financial situation less relevant . We also want to ensure that all, and especially new, members have the opportunity to learn about the traditions that exist around etiquette at sittningar. This can be done, for example, by publishing one or more guides, preferably during an early part of the nollning.
- Participate in various ways during the nollning so that the section's new members will get to know the Medal of Committee and Honours and its activity. This is done to ensure that the nominations for the Hilbert Elk society are made by a wide range of people.