



Non-discrimination and equality plan

The Police University College

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1 Non-discrimination and gender equality

Under the law (Act 1325/2014), non-discrimination means that no one may be discriminated against on the basis of **age, origin, nationality, language, religion, belief, opinion, political activity, trade union activity, family relationships, state of health, disability, sexual orientation** or **other personal characteristics**.

The Act on Equality between Women and Men (609/1986) safeguards the realisation of gender equality. Gender equality is about **acknowledging the equality of the genders and creating equal opportunities**. The objective is to prevent discrimination based on gender, gender identity or expression of gender.

2 Non-discrimination and equality policies at the Police University College

Promoting diversity and non-discrimination in the activities of the Police University College lays the foundation for promoting equality in the police service and society in general. The Police University College undertakes to promote equality and non-discrimination in all of its activities in a goal-oriented and systematic manner and to put in place administrative and operational practices for promoting equality and non-discrimination in the preparation of matters and decision-making.

Everyone is treated equally at the Police University College. Everyone has the right to study and work in a community that supports their welfare and without factors that undermine their health or safety. Each community member is responsible for maintaining an equal, non-discriminating, fair, safe, inclusive and inspiring working and learning atmosphere at the Police University College. Community members are encouraged to express their views related to work duties or studies. Those working and studying at the Police University College shall base their actions and communication on the values of the police in an equal and non-discriminating manner.

As an agency of the Finnish central government, the Police University College shall be religiously and politically neutral. While everyone's beliefs and freedom of opinion are respected, staff and students cannot engage in activities related to a religion or belief during office hours or while studying if such activities hinder the performance of their

duties or are intended to influence the rest of the higher education community. Political activities during office hours or while studying and politically motivated advertising in the facilities or area of the Police University College are also prohibited.

Applicants' religion, beliefs or other personal opinions have no bearing on student admissions or recruitment of staff, and these issues will not be asked about during the selection process or later during studies or work. Whereas adherence to a religious dress code when wearing a police uniform is not permitted, when wearing civilian clothes, adherence to a religious dress code is possible if this does not hinder the identification of the person.

The Police University College respects the right of staff and students to become organised and join a trade union. The Police University College secures the operating prerequisites of elected representatives of the staff, enabling them to take care of their duties and participate in relevant training.

Finland is a bilingual country, and in order to realise citizens' linguistic rights, it is important that police personnel have a good proficiency in both Finnish and Swedish. If necessary, internal documents are drawn up in both Finnish and Swedish.

The teaching at the Police University College is based on student-centred learning, and different learning styles, competence needs and learning difficulties are accommodated. Accessibility is continuously improved, for example by increasing the offer of online teaching and digital study modules as far as possible. The achievement of learning outcomes is promoted by means of diverse learning, teaching and assessment methods. Clear and open assessment criteria which are published in advance promote non-discrimination and transparency. The instruction supports and promotes the realisation of equality and non-discrimination, and special attention is paid to assessing established ways of talking in the teaching context.



3 Methods for assessing equality and non-discrimination at the Police University College

Several methods are used to assess the status of equality and non-discrimination at the Police University College:

- Breakdown of men's and women's placement in different tasks: assessment of the status of gender equality
- Review of the task classification, salaries and pay differences: assessment of the status of gender equality
- Course feedback and open feedback: assessment of the status of equality and non-discrimination
- Personnel Barometer (approx. every 3 years): assessment of the status of equality and non-discrimination
- Student Barometer (every 2 years): assessment of the status of equality and non-discrimination
- Graduated feedback questionnaire (every year): assessment of the status of equality and non-discrimination
- Separate reports (including Huotari, occupational health care etc.): assessment of the status of equality and non-discrimination
- Activities of internal working groups (including Working group on pay, Occupational safety committee, Employee cooperation committee, Working group on equality and non-discrimination, Cooperation meeting of the Police University College and the Student Union): assessment of the status of equality and non-discrimination



For an analysis of the data produced by these methods, see the Appendix titled Equality and non-discrimination situation at the Police University College. The data contained in the Appendix were used to identify the objectives and measures that promote equality and non-discrimination set out in this plan.

4 Objectives of and actions for promoting equality and non-discrimination at the Police University College

4.1 Personnel policy objectives

Objective 1: Raising awareness of equality and non-discrimination

Actions	Evaluation and monitoring	Responsible person	Schedule
The Police University College staff and degree students complete the online course <i>Gender equality & non-discrimination - Why and how?</i> in eOppiva learning environment. The online course will be added to the induction program for new persons.	eOppiva statistics	Human Resources Specialist and Head of Education	in 2020 and continuous
The Police Code of Ethics and the etiquette of the Police University College are brought up and discussed.	Assessed at performance appraisal discussions, Personnel Barometer, Student Barometer	Director and supervisors	continuous
Each rapporteur, presenting official and decision-maker must take equality and non-discrimination into account.	Personnel Barometer	Director and supervisors, rapporteurs and presenting officials	continuous



Objective 2: The staff and students at the Police University College communicate in an equal and non-discriminating manner

Actions	Evaluation and monitoring	Responsible person	Schedule
Everyone pays particular attention to the way they talk and communicate, eliminating expressions and assumptions that violate the principles of equality and non-discrimination.	Personnel Barometer, open feedback channel	All staff at the Police University College	continuous
Supervisors at the Police University College set an example for others and pay particular attention to gender-neutral, equal and appreciative speech.	Personnel Barometer	Director and supervisors	continuous
Supervisors monitor inappropriate speech and intervene in it.	Personnel Barometer	Director and supervisors	continuous

Objective 3: Diversity in recruitments

Actions	Evaluation and monitoring	Responsible person	Schedule
The National Police Board's experiences of anonymous recruitments will be examined, and anonymous recruitments will also be tested at the Police University College.	Anonymous recruitments have been tested, and decisions on further measures have been made on the basis of the experiment	Director of Administration	2020



Objective 4: Everyone has equal opportunities for horizontal and vertical career development and for seeking leadership and specialist roles

Actions	Evaluation and monitoring	Responsible person	Schedule
<p>Employees are encouraged fairly to take on new challenges and develop their skills.</p>	<p>Proportion of women and men in senior specialist tasks (40.14 - 40.18)</p> <p>Staff's education structure</p> <p>Competence development is also examined as part of monitoring HR plan implementation</p>	<p>Director and supervisors</p>	<p>continuous</p>
<p>Competence development is discussed systematically with every employee each year, either as part of performance appraisal discussions or using some other procedure. Instructions for promoting competence development will be prepared to support supervisors.</p>	<p>Either discussed as part of performance appraisal discussions or evaluated using some other procedure</p>	<p>Director and supervisors</p>	<p>annually, performance appraisal discussions/other schedule subject to agreement</p>
<p>Women are encouraged to apply for managerial and senior specialist roles, and the situation is monitored annually. (Situation on 31 December 2019 (women %/men %): managerial roles 0%/100% 40.14 - 40.18: 24%/76%)</p>	<p>Proportion of women and men in senior specialist tasks (40.14 - 40.18)</p> <p>Proportion of women in leadership roles</p>	<p>Director and supervisors</p>	<p>continuous</p>



Objective 5: Ensuring equal pay at the Police University College

Actions	Evaluation and monitoring	Responsible person	Schedule
An anonymous role/pay survey based on job descriptions will be carried out. By comparing job descriptions to levels of demand, equal pay for the same or equal work can be ensured.	The survey results will be analysed, and the necessary actions will be decided on this basis.	Director of Administration	2021

Objective 6: Discrimination and harassment free Police University College

Actions	Evaluation and monitoring	Responsible person	Schedule
There is zero tolerance for inappropriate behaviour and harassment between staff members, and any cases are intervened in following the procedure <i>Preventing and handling inappropriate treatment</i> .	Personnel Barometer	Supervisors and staff	continuous
Each staff member ensures that they have adequate work community skills and that they behave responsibly and appropriately in the work community following the Polamk code of community.	Personnel Barometer	Supervisors and staff	continuous



Objective 7: The Police University College's campus and online services are accessible

Actions	Evaluation and monitoring	Responsible person	Schedule
The Police University College will commission Senate Properties to carry out an accessibility review of its facilities.	Senate Properties will analyse the results and prepare proposals for modifications together with the Police University College.	Head of Technical Services	2020
In future modifications, taking accessibility into account will be ensured.	Accessibility has been taken into account in the plans and implementation of all future modifications.	Head of Technical Services	continuous
The Police University College's e-services meet accessibility requirements (Act on the Provision of Digital Services, 306/2019)	The contents of the Police University College's website will meet the accessibility requirements by 23 September 2020.	Persons responsible for content, Communications specialist, Head of Quality Management	2020

4.2 Objectives of educational activities

Objective 1: Raising students' awareness of the possibility of submitting a claim for a revised decision to the Examination Board in matters related to both assessment and recognition of prior learning.

Actions	Evaluation and monitoring	Responsible person	Schedule
More concrete, student-centric information on the possibility of submitting a claim for a revised decision will be added to the student guide, thesis instructions and other applicable instructions.	Exhaustive information on the possibility of submitting a claim for a revised decision is available in various instructions	Person responsible for each set of instructions	2020
Diverse channels of communication are used to	Students have been informed of the	Head of Student Services	continuous



Actions	Evaluation and monitoring	Responsible person	Schedule
inform the students of the possibility of submitting a claim for a revised decision	possibility of submitting a claim for a revised decision through different channels.	Teachers Study Counsellor	

Objective 2: Student recruitment and admissions support diversity, and all applicants have equal opportunities to be admitted to police education and police leadership training

Actions	Evaluation and monitoring	Responsible person	Schedule
Different genders are encouraged to apply for Police Sergeant Studies and a Master of Police Services studies. Cooperation with the National Police Board and police units. An effort will be made to bring the matter up for discussion at the Police Chiefs' meeting.	Monitoring the number and gender distribution of applicants	Director and educational management	2021
The possibility of increasing anonymous assessment of entrance examination tests and anonymous processing of claims for a revised decision will be investigated.	Anonymous assessment will be used in admissions to different education programmes as far as appropriate	Head of Student Services	2021
Support material for applicants for the Bachelor of Police Services programme to be posted on the Police University College website will be prepared and produced. Applicants with different initial capabilities (such as those with learning difficulties, Finnish as a second language) will be taken into account in their preparation.	The Police University College website contains practical tips for all applicants about preparing for the entrance examination, writing a good essay, etc.	Chairman of the working group on student recruitment	2021



Objective 3: The education programmes of the Police University College are accessible, and all students have equal opportunities regardless of their personal characteristics

Actions	Evaluation and monitoring	Responsible person	Schedule
All education programmes are planned and implemented following the instructions titled <i>Students with special needs, and accessibility at the Police University College</i>	Student Barometer Feedback survey for graduates	Teaching staff	continuous
The need for and possibility of using anonymous assessment of students' written performances, for example based on student numbers, will be investigated.	Decisions will be made based on the report.	Head of Student Services	2021

Objective 4: Discrimination and harassment free Police University College

Actions	Evaluation and monitoring	Responsible person	Schedule
The possibility of and need for implementing an ethical channel on which Police University College students can report and make visible any inappropriate treatment and abuses will be investigated. If the ethical channel is implemented, it will follow the same principles as the similar channel for the police administration (strong authentication, all reports received by the Registry, from which they	Decisions will be made based on the report.	Head of ICT Management, Lawyer, and Registry of the Police University College	2020



Actions	Evaluation and monitoring	Responsible person	Schedule
are transferred to the legal unit for processing).			
The Police University College has zero tolerance for discrimination and harassment. Instructions against harassment and inappropriate behaviour will be prepared for students.	The instructions have been prepared and approved, and they are being followed. The instructions are updated regularly. Student Barometer University of Applied Sciences Graduan Feedback Questionnaire (AVOP)	Study Counsellor and Director of Education	2020 (instructions) continuous

Objective 5: The work, tactics, devices and equipment used in policing shall be developed and selected ensuring that they are not a barrier for both genders selecting emergency, surveillance and leadership tasks in the police service.

Actions	Evaluation and monitoring	Responsible person	Schedule
Stakeholders will be informed of the conclusions of the publication titled Equality in the police 2018. A discussion will be launched on how the uneven gender distribution in the use of force and police operations, among other things, could be balanced.	Teaching staff with a police background have discussed the matter, led by the competence area managers. The results of the discussion and the means of supporting different genders in applying for different policing tasks will be reported on as part of monitoring the implementation of the Equality	Heads of Competence Areas (Operational competences, Special competences and the Police Dog Training Centre) Teaching staff with police background	2020



Actions	Evaluation and monitoring	Responsible person	Schedule
	and non-discrimination plan.		
Teaching is delivered in a gender-neutral, non-discriminating and respectful manner.	Student Barometer, gender equality reports, cooperation meetings, open feedback	Teaching staff	continuous

