

1 **EQUALITY PLAN 2021–2023**

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6 **ABOUT THE EQUALITY PLAN**

7 *‘Equality means that all human beings are equal regardless of their gender, age, ethnic or*
8 *national origin, nationality, language, religion and belief, opinion, disability, health, sexual*
9 *orientation or other personal characteristics.’¹*

10 The Student Union of the University of Helsinki is a diverse, feminist community that has
11 equality as one of its strategic values. The Student Union actively works to identify and
12 eradicate discrimination that occurs in its operations and structures. Everyone must be able
13 to feel safe in the Student Union’s activities and experience equal treatment. No-one’s
14 integrity should be violated, and even though everyone has the right to express their
15 opinion, speech that violates the equality of other people is not tolerated. Discrimination,
16 harassment, racism and unequal treatment should not occur in the Student Union or the
17 organisations operating under it. Different forms of discrimination include discrimination
18 related to disabilities or health status, or ableism; age discrimination, or ageism;
19 discrimination related to gender, or sexism; discrimination related to ethnicity or
20 background, or racism; discrimination related to religion, ideology or opinion; and
21 discrimination related to sexual orientation.

22 The Equality Plan for 2021–2023 is a document guiding the operations of the Student Union
23 and the organisations operating under it. The plan describes how the Student Union and the
24 people involved in it promote equality in the Student Union and student organisations. The
25 Equality Plan does not describe how the Student Union influences the realisation of equality

¹ <https://yhdenvertaisuus.fi/mita-on-yhdenvertaisuus>, 17 July 2020, unofficial translation



26 at the University and in society. The Student Union's Policy Paper defines its advocacy
27 goals, including those related to equality.

28 This plan consists of two sections. Listed in both sections are objectives, measures, the
29 parties responsible for the implementation of each entry and indicators to monitor the
30 realisation of each objective. Some of the objectives feature several related measures. The
31 first section, 'Student Union', primarily concerns the equality of the Student Union's own
32 operations. The second section, 'Organisations operating under HYY', sets the target level
33 for equality in organisational activities as well as guides the work conducted by the Central
34 Office on promoting the achievement of equality within the organisations' internal
35 activities. We encourage and support the organisations in developing their current ways of
36 realising equality and taking action against any flaws as well as creating new ways to do so.
37 The purpose and operating methods of organisations operating under HYY must not conflict
38 with HYY's objectives or Equality Plan. ²

39 The implementation of the Equality Plan is assessed with a report made annually, and the
40 objectives are assessed on a scale of achieved – partly achieved – not achieved. The report is
41 brought to the attention of HYY's Central Office, Representative Council and members. The
42 main responsibility for the assessment lies with the member of the Board and specialist who
43 are in charge of equality. The plan will be updated in 2023 to meet the needs and goals of
44 the time.

² Rules for organisations operating under HYY, approved by the Financial Committee on 28 January 2020



45 **STUDENT UNION**

No.	Objective	Measure	Responsibility	Indicator
1	Everyone at HYY's Central Office is acquainted with the Equality Plan and knows how to promote it in their own activities.	Training on equality is organised for the entire Central Office at the start of each year and separately for new employees during the course of the year. The training consists of discussing the contents and implementation of the Equality Plan as well as the significance of equality in the daily routines of the Central Office.	Specialist in equality, main sector	Has the training been organised (yes/no), number of training events and number of participants
2	Equality is actively monitored and realised in HYY.	The Student Union has an equality sector operating in it. One specialist and at least one member of the Board have equality as their area of responsibility. The realisation of the Equality Plan is actively monitored, and an annual report is made for HYY's Central Office, Representative Council and members. The state of equality is charted with a survey conducted at least every other year.	Main sector, equality sector	There is a member of the Board in charge of equality (yes/no), there is a specialist in charge of equality (yes/no), monitoring of the Equality Plan has been done (yes/no), survey has been conducted (yes/no)
3	HYY's work on equality is visible and clear to its members, too.	The Student Union communicates about equality and related activities to its members, organisations and the Representative Council. A summary of the progress in equality work is made every six months.	Equality sector	Summary has been made (yes/no), communication about the summary has been done (yes/no)



4	The Student Union offers help and support to students who have experienced bullying, harassment, racism or other inappropriate treatment at the University or in organisations operating under HYY.	The Student Union has two harassment contact persons operating in it, and they are provided with training for their duties. Students are actively informed about the existence of the harassment contact persons, and their contact details can be easily found. The University and organisations are also aware of the Student Union's harassment contact persons and distribute information about them. The Student Union looks into the possibility of introducing an anonymous harassment contact form in cooperation with the University.	Harassment contact persons, legal protection (specialist)	Two harassment contact persons (yes/no), regular communication in the member newsletter, newsletter for organisations and website (number)
5	Every student knows how to act in a harassment situation.	Instructions on how to act are added to HYY's website, and members are informed about them at the beginning of each academic term. The instructions are updated as needed.	Equality sector	Instructions on how to act are on the website (yes/no), communication about the instructions on how to act has been done (yes/no)
6	HYY has event safety principles and principles of safer space in use.	Clear event safety principles and principles of safer space are created and updated as necessary. The principles are observed in events and they are on display for the members on HYY's website. Communication about the principles is done annually and in connection with events.	Equality sector, main sector, event sector	Principles have been created (yes/no), principles are on the website (yes/no), communication about the principles has been done annually and in connection with events (yes/no)



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7	The Student Union's premises are accessible.	When designing the Student Union's premises and planning its finances, the aspect of accessibility is taken into account. An accessibility review is made for the New Student House. People are informed of the possible inaccessibility of premises, and it is easy to find information about accessibility.	Secretary general, chair of the Board, chief financial officer, Ylva, organisational sector	The Student Union's premises are accessible (yes/no), the accessibility information of premises is easy to find (yes/no)
8	HYY's events are organised in accessible premises.	HYY's events are organised in accessible premises whenever possible. When this is not possible, people are informed of the inaccessibility of the premises in as much detail as possible.	Entire Central Office, event sector	Inaccessible events (%), communication has been done (yes/no)
9	HYY's events are accessible in terms of price to students.	Many of HYY's events are free. When drafting budgets for events with a fee, the aim is to keep the participation fee as low as possible.	Event sector	Number and % of free events, prices of events with a fee, received feedback
10	HYY's events are accessible to the students of different campuses.	When planning the Student Union's events that are open to its members, the aim is for different campuses to be represented. Events are organised outside the City Centre campus, too.	Event sector	Events organised on different campuses (%/campus)
11	Songs sung in HYY's events do not contain lyrics that are offensive to different groups of people.	Songs including racist, ableist, sexist or in any other way discriminatory lyrics must be removed or edited in such a way that they no longer include discriminatory lyrics.	Equality sector, event sector	Are discriminatory songs sung in events (yes/no), received feedback



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12	HYY adheres to the EU's Web Accessibility Directive as well as the Act on the Provision of Digital Services, through which the Web Accessibility Directive is implemented in Finland.	The Act on the Provision of Digital Services requires HYY to follow the A- and AA-level criteria of the WCA Guidelines when fulfilling a public administrative task. An accessibility survey and accessibility statement are made on HYY's communication, and its accessibility is developed based on the latter.	Communication sector, equality sector	Realisation of the A- and AA-level criteria of the WCA Guidelines in HYY's communication (yes/no), an accessibility survey exists (yes/no), an accessibility statement exists (yes/no)
13	The diversity of HYY's members and other target groups is taken into account in HYY's communication.	Different kinds of people with diverse appearances, including people from minority groups, are represented in HYY's communication.	Communication sector, equality sector	Can minority groups be seen in HYY's communication (yes/no)
14	The people of the Central Office and the Services Office are familiar with the operation of various aids that increase accessibility.	The people of the Central Office and the Services Office are instructed on the use of the portable induction loop. The need for and acquisition of other possible aids is investigated.	Services Office, organisational sector	Training has been provided on the induction loop (yes/no), communication has been done (yes/no), need for other aids has been charted (yes/no), additional aids have been acquired (yes/no)
15	Students receive service at the Central Office in Finnish, Swedish and English.	HYY's recruitments aim at a situation in which there are people working at the Central Office who speak fluent Swedish and English. If the language proficiency is not at the required level, investments are made in language training and other supportive measures.	Secretary general, Board	It is possible to receive member and organisational services in English and Swedish, too (yes/no)



16	The quality of the catering options at the Student Union's events is at the same level for people with different diets. The refreshments include a non-alcoholic option that is something other than water.	The catering at events includes options of similar quality to those who follow special, vegetarian and vegan diets. HYY communicates about different diets in connection with training events. HYY collects feedback on the realisation of catering options for various diets.	Equality sector, event sector	People are inquired about their diets in advance (yes/no) and the diets are taken into account (yes/no)
17	HYY treats all applicants equally in recruitments regardless of their gender, ethnic background, age or other personal characteristics.	The Student Union encourages people from different backgrounds to apply in recruitments and uses anonymous recruitment in the first stage of the recruitments.	Main sector, everyone	Anonymity in recruitments (yes/no)
18	An atmosphere in which the beliefs and opinions of other people are respected prevails in HYY.	The training on equality provided for the Central Office takes beliefs and opinions into account. The new Representative Council is trained to adopt an operating culture in which different political beliefs and opinions are respected.	Secretary general, HYY's chairs	Training events (yes/no), received feedback
19		In relation to the Representative Council elections, common ground rules are created for election campaigning and both a good operating culture and respect for other people's opinions discussed in the campaign managers' meetings.	Person in charge of Representative Council elections, secretary general, election employee	Ground rules have been created (yes/no), candidates and other members are informed of the ground rules (yes/no)



20	HYY follows the principle of equality and ensures that different genders are in an equal position in the Student Union's activities.	When selecting individuals for various administrative bodies, such as the Board, HYY aims at the equal representation of different genders. Representative Council groups strive to fill various positions with representatives of different genders.	Everyone, Representative Council, Board	Any single gender has a maximum representation of 60% in administrative bodies, if gender has been asked (yes/no)
21	The Student Union takes gender diversity into account in its activities.	HYY avoids gender-based categorisations and gender-specific terms as well as challenges stereotypical views of genders. If it is necessary to ask a person's gender in surveys or forms, the options 'other' and 'I do not want to answer' are always available.	Equality sector	Received feedback, when asking for gender, the options include 'other' and 'I do not wish to answer' (yes/no)
22	The users of toilet facilities do not have to define their gender.	Toilets in HYY's facilities are gender neutral. HYY also strives to have a gender-neutral toilet at events that are not held in HYY's own premises.	Organisational sector, equality sector, event sector	HYY's toilet facilities are gender neutral (yes/no), events have gender-neutral toilet facilities (%)
23	Everyone has the right to their privacy. Everyone can choose what they wish to tell or not tell others about their personal matters, including gender, sexual orientation, background, income level, health status and other matters covered by privacy protection.	An atmosphere in which everyone gets to decide for themselves what they wish to tell other people about their private matters is created.	Everyone	Received feedback



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24	The guide for students with a family is up to date.	The guide for students with a family is updated and students are informed about the guide.	Equality sector	Guide has been updated (yes/no), received feedback
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48 **ORGANISATIONS OPERATING UNDER HYY**

No.	Objective	Measure	Responsibility	Indicator
25	Organisations are familiar with HYY's Equality Plan. The activities and purposes of organisations do not conflict with the Equality Plan.	Information about the Equality Plan is always distributed at the beginning of the year as a crucial part of the instructive communication aimed at HYY's organisations. The Equality Plan is introduced to the persons in charge of equality in organisations ever year.	Organisational sector	Communication about the plan has been done (yes/no), the plan has been introduced to the persons in charge of equality (yes/no)
26	Organisations operating under HYY have a person in charge of equality and an equality plan.	Organisations are encouraged to appoint a person in charge of equality and create an equality plan. Information of the job description and role of the person in charge of equality is shared and orientation made easier with the help of HYY's guides and training events. The equality guide has examples of equality plans as well as instructions on creating one.	Equality sector, organisational sector	Every organisation has a person in charge of equality (yes/no, %) and an equality plan (yes/no, %)
27	Organisations operating under HYY promote the realisation of equality in their activities. HYY actively encourages and supports the organisations in their work for equality.	Organisations are made familiar with the equality guide. The organisations are informed about the equality guide, and it is annually introduced to the persons in charge of equality in organisations. The equality guide is utilised in training events.	Equality sector, organisational sector	Communication about the plan has been done (yes/no), the guide has been introduced to the persons in charge of equality every year (yes/no)
28		A support list is created for the organisations to support their equality work. The support list is updated and sent to the organisations annually.	Equality sector, organisational sector	Support list has been created and sent (yes/no), support list has been updated annually (yes/no)



29		The allocation model for the operating grants sets a financial incentive for organisations to take equality matters into account in their activities. The Financial Committee is given a recommendation to review the equality section of the allocation model annually and to update it as needed.	Financial Committee, organisational sector	The allocation model for the operating grants takes equality into account (yes/no)
30	HYY is aware of the equality situation of the organisations operating under it.	The status of equality in organisations is charted using an annually conducted survey. Based on the responses to the survey, organisations are offered training and other support to assist them in their equality work. The survey results are presented to the persons in charge of equality in organisations.	Organisational sector, equality sector	Survey conducted annually (yes/no), measures taken based on the responses (list), survey results presented to the persons in charge of equality (yes/no)
31	HYY and organisations cooperate actively to promote equality.	Cooperation between the persons in charge of equality in organisation is facilitated. Cooperation between the persons in charge of equality in organisations and the Community Development Committee (Code), is increased and developed. A shared communication channel that the persons in charge of equality are aware of is in use. Meetings with the persons in charge of equality are held every year.	Equality sector	Number of meetings and number of participants, communication about the communication channel has been done (yes/no)



32	It is easy to participate in and influence the equality activities of organisations.	Organisations are encouraged to to organise equality activities that their members can participate in with a low threshold, and they are provided with training on this. Participating in equality activities does not require extensive prior knowledge of matters related to equality. Examples of such activities include surveys, campaigns and discussion evenings.	Organisational sector, equality sector	Number of training events and participants, received feedback
33	People involved in organisations recognise the structures and factors that cause inequality in their operating methods and culture and know how to take action to change them.	The persons in charge of equality are trained to develop the equality activities. Training is also provided to people other than just the persons in charge of equality.	Organisational sector, equality sector	Number of training events and participants, received feedback
34	Every person involved in organisations is aware of how to act in harassment situations.	Organisations are made aware of HYY's harassment contact persons. People involved in organisations, especially persons in charge of equality, are provided with training on identifying harassment situations and taking action in them. The Equality Guide is utilised in the training events.	Equality sector, organisational sector	Communication about harassment contact persons has been done (yes/no), number of training events and participants, received feedback
35	Organisations know how to take matters related to accessibility into account in their activities.	Based on the accessibility review of meeting and party facilities, instructions are made for the users of the premises. The instructions are added to HYY's website and distributed to organisations. Training is provided to organisations to advise them on issues related to accessibility.	Organisational sector, communication sector	Accessibility instructions for premises exist (yes/no), communication about the instructions has been done (yes/no), training has been organised (yes/no)



36		The approximate schedule and cost estimate for conducting the accessibility review of HYY's organisational premises are determined.	Chief financial officer, organisational sector	The schedule and cost estimate have been determined (yes/no)
37	Organisations are aware of the possibility to borrow the induction loop and receive sufficient guidance on using it.	Organisations are informed of the possibility to borrow the portable induction loop at least once a year. People involved in organisations are trained on the use of the induction loop, and HYY's website has clear instructions on using it.	Organisational sector	Communication about the induction loop has been done annually (yes/no), number of training events and participants, number of borrowings
38	The quality of catering options at organisations' events is at the same level for people with different diets, and the refreshments include a non-alcoholic option that is something other than water.	The availability of different catering options at events to ensure that there is something for everyone is emphasised in training events. Other people having different diets or being alcohol-free is respected, and no-one is pressured into eating or drinking anything they do not want to.	Equality sector, organisational sector	Has been taken into account in training (yes/no) and in the guide on event organisation (yes/no), received feedback
39	Songs sung at organisations' events do not contain lyrics that are offensive to different groups of people.	Organisations are instructed to remove songs that contain racist, ableist, sexist or in any other way discriminatory lyrics or to edit them in such a way that they no longer contain discriminatory lyrics. HYY supports organisations in editing the songs.	Equality sector, organisational sector	Are discriminatory songs sung at events (yes/no), received feedback
40	Organisations follow HYY's event safety principles in their events.	Training events on event safety are organised for organisations, and the organisations are informed about the event safety principles.	Equality sector, event sector, organisational sector	Principles have been created (yes/no), communication about the principles has been done (yes/no), number of training events and number of participants



41	Organisations operating under HYY have principles of safer space in use and on display.	Organisations are encouraged to create principles of safer space and provided with support and examples to help them create the principles. Organisations that use HYY's organisational premises submit their principles of safer space to HYY in connection with the allocation of premises.	Organisational sector, Financial Committee	There are examples of the principles in the guide for organisations (yes/no), organisations have their own principles and they are on display (%)
42	Organisations acknowledge gender diversity and ensure that representatives of different genders have equal opportunities in their activities.	Organisations are urged to stop using gender-specific titles. Alternative titles are provided. If it is necessary to ask for a person's gender in surveys or forms, the options 'other' and 'I do not want to answer' are always available.	Equality sector, organisational sector	Number of gender-specific titles submitted to TAHLO, has been taken into account in training events (yes/no)
43	Organisations take students who are of different ages and in different situations in life equally into account in their activities.	In training events, organisations are instructed on how to better take into account members who are heterogenous in terms of age and situation in life. Organisations are encouraged to provide information on whether their events are suitable for children. Organisations are made aware of the guide for students with a family.	Organisational sector, person in charge of tutoring, social policy sector	Feedback from tutors, other feedback, communication about the guide for students with a family has been done (yes/no)
44	Everyone is able to participate in organisational activities without experiencing discrimination, harassment or bullying.	People involved in organisations are trained to take the diversity of individuals into account. The training events take into account issues such as multiculturalism, disabilities and different socioeconomic statuses. The issues are discussed from an intersectional perspective.	Organisational sector, equality sector	Number of training events and number of participants, communication about the equality guide has been done (yes/no), received feedback



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45	All students are able to feel that they belong to the student community regardless of their background or language.	People and organisations operating under HYY are provided with training on multiculturalism and internationality. Organisations are encouraged to operate multilingually and to also take into account other students than just those who speak Finnish. The trilingual glossary provided for organisations is updated to support them with their multilingual communication.	International sector, organisational sector	Number of training events and number of participants, glossary has been updated (yes/no), communication about the glossary has been done (yes/no)
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