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UNIVERSITET

# Our work climate

GUIDELINES FOR THE DEPARTMENT OF PSYCHOLOGY

THESE GUIDELINES AIM TO SPECIFY OUR MUTUAL EXPECTATIONS IN THE WORKPLACE, THEREBY MAKING IT EASIER TO GIVE FEEDBACK, EVALUATE THE ATMOSPHERE IN WORKING GROUPS AND IMPROVE OUR APPROACH AND COLLABORATION.



THE DEPARTMENT OF PSYCHOLOGY IS TO BE CHARACTERISED BY:

## A positive working atmosphere

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We show interest, curiosity and respect for one another as individuals and colleagues with different areas of expertise.

We respect each other and each other's deadlines so as to enable everyone to complete their work duties, e.g. in planning, timetabling and email requests. We clarify why a deadline is important.

We greet each other and, as far as possible, we take part in shared coffee breaks and lunches.

We actively challenge rumour-spreading.

When something isn't working, we provide constructive feedback, including suggestions for improvement, directly to the person concerned.

We talk to each other when we want to offer constructive criticism or discuss difficult issues (we do not use email on these occasions).

## Teamwork

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We contribute actively to meetings and shared activities.

We bolster each other with positive reinforcement, support and advice.

## Recognition and appreciation

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We recognise positive contributions to the organisation (teaching, research, external engagement, administration, social activities).

We give positive feedback when we notice something done well and draw attention to both process and performance.

## Respect for personal integrity

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We have zero tolerance for sexualised comments and behaviours in relation to colleagues as well as students.

We have zero tolerance for discrimination and show in our actions that we respect everyone regardless of gender, age, sexual orientation, gender identity, beliefs, ethnicity or disability.

## Loyalty, accountability and helpfulness

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We stay up to date through board meeting minutes, management group meeting minutes, staff information, participation in general meetings and seminars, for example.

We comply with agreements, procedures and decisions at the department.

We support and help one another when needed, to the extent possible within the given circumstances.

We assume shared responsibility for keeping common spaces such as the kitchen, copying room and lavatories in good order.

## A good meeting culture

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We are careful to make meetings efficient through a clear purpose, specifying what is to be done, why it is needed and who is to take part.

We arrive on time at meetings.

We are attentive at meetings and follow what is discussed (avoiding mobile phone use, etc.).

Below are some of the general regulations governing the responsibilities of the employer and employee, as well as how we are to behave in the workplace:

- Swedish Work Environment Authority provisions on organisational and social work environment (AFS 2015:4)  
[https://www.av.se/globalassets/filer/publikationer/foreskrifter/organisatorisk-och-social-arbetsmiljo-foreskrifter-afs2015\\_4.pdf](https://www.av.se/globalassets/filer/publikationer/foreskrifter/organisatorisk-och-social-arbetsmiljo-foreskrifter-afs2015_4.pdf)
- Swedish Discrimination Act (2008:567)  
[https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567\\_sfs-2008-567](https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/diskrimineringslag-2008567_sfs-2008-567)
- Core values for government employees in which the law highlights the following principles: democracy, legality, impartiality, freedom of opinion, respect, efficiency and service.  
<https://www.regeringen.se/49bb4c/contentassets/1df0c81fa73d4f878c9eba10c744b0a7/den-gemensamma-vardegrunden-for-de-statsanstallda-s2013.011>

The Department of Psychology also has an action plan for the work environment and an action plan to combat victimisation. These are available on the staff pages of our website.



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