

## WORK ENVIRONMENT POLICY

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# Work environment policy

## Content and purpose

This policy describes the main principles for how work environment management is to be conducted at the Riksbank.

The aim of this policy is to set the framework for work environment management with the goal of creating a safe and healthy workplace for everyone by preventing ill health and accidents at work and otherwise creating the conditions for achieving a good work environment.

## Target group

This policy is aimed at everyone working at the Riksbank.

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# 1 Introduction

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We strive for a work environment that is both physically safe and psychologically secure, where our working culture is characterised by cooperation, openness and respect. The Riksbank must be an attractive workplace with a physical, organisational and social work environment that increases employee motivation, job satisfaction and efficiency.

As employer, the Riksbank has overall responsibility for ensuring that the work environment is safe and healthy for everyone.

Work environment management must be systematic, promote health, prevent illness and accidents and achieve a satisfactory work environment. Gender equality and diversity must be promoted. No form of discrimination, harassment, victimisation or bullying can be accepted in the workplace.

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## 1.1 Underlying regulatory framework

Work Environment Act (1977:1160)

Work Environment Ordinance (1977:1166)

Discrimination Act (2008:567)

Statute Book of Swedish Work Environment Authority

Systematic work environment management – basic obligations for those with employer responsibility (AFS 2023:1)

Organisational and social work environment (AFS 2015:4)

Planning and organising work environment management – basic rules for those with employer responsibility (AFS 2023:2)

## 1.2 Definitions

The terms and expressions used in this policy mean the same things as they do in the laws and provisions above.

### **Organisational work environment**

The organisational work environment concerns the conditions and prerequisites for work in the areas:

1. management and governance
2. communication
3. participation
4. room for manoeuvre

5. distribution of work tasks
6. requirements, resources and responsibilities.

### **Social working environment**

The social work environment concerns the conditions and prerequisites for work in terms of social interaction, cooperation and social support from managers and colleagues.

### **Discrimination**

Discrimination means that someone either offends or disadvantages someone else by treating them less favourably than others because of their gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. This applies both to situations in which different employees are or have been treated differently and to situations in which they would have been treated differently under comparable circumstances.

### **Harassment**

Harassment means behaviour that violates a person's dignity on grounds of gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. It is a form of discrimination and can include, for example, comments, jargon, pictures, jokes or gestures. Harassment can be physical, verbal or non-verbal.

### **Victimisation**

Victimisation means acting in an offensive way towards one or more specific employees, without it being considered discrimination. For example, this could include actions that lead to ill health or the exclusion of an employee from the social community of the workplace.

### **Bullying**

Bullying is when someone repeatedly acts in a way that leads to others being excluded from the social community of the workplace. To be defined as bullying, the behaviour must have taken place over a longer period of time, usually at least six months. Bullying can be directed at both individual employees and groups, and can include the bully ignoring or freezing someone out, having an excessive need for control, withholding information or speaking ill of the other person.

## 2 Roles and responsibilities

**The employer**, in this case the Riksbank, has ultimate responsibility for the working environment and must ensure that work can be carried out without risk of ill health or accident. The employer is also responsible for ensuring that employees are aware of and can avoid risks in the work environment.

**Managers** at the Riksbank have a delegated work environment responsibility according to a specific written allocation of work environment tasks. They are also responsible for ensuring that management of the organisational and social work environment becomes an integrated part of operational planning and daily work at the Riksbank.

The **HR Manager** is responsible for coordinating, managing and following up work environment management at the Riksbank.

**HR and the working environment committee** are jointly responsible for administering an action plan and for conducting an annual follow-up/review of it in connection with operational planning, in addition to other work environment management.

**HR** also supports managers in work environment management and coordinates risk assessments and actions taken in the organisation.

**Employees** at the Riksbank must cooperate with their employer so that together they can build a good work environment. This includes making constructive suggestions for improving the work environment and participating in activities. It also means that the Riksbank's employees have a responsibility to be alert and report risks, incidents and accidents to either the employer or a safety representative so that measures can be taken. All employees shall comply with applicable regulations, use safety equipment and take the precautions required to help prevent ill health and accidents.

**Safety representatives** represent the Riksbank's employees in work environment issues and shall work to ensure a satisfactory work environment. Each safety representative is responsible for ensuring protection against ill health and accidents in their area of responsibility and for ensuring that the employer complies with the requirements of the Work Environment Act.

## 3 Main principles of work environment management

The Riksbank and its employees shall jointly and systematically conduct work environment management as part of their everyday activities. Activities must be monitored continuously from a work environment perspective, taking into account the organisational and social work environment.

**Overall objectives for our organisational and social work environment** The Riksbank shall be a sustainable workplace that all employees experience as uplifting and stimulating and that is characterised by openness and cooperation. We work actively to develop leadership and employeeship that promotes health and to create the conditions for all employees to improve their own health and counteract ill health.

### **Target areas**

- We have managers and employees with knowledge of sustainable working environments.
- We have a clear organisation and active communication that helps us prioritise and meet our set objectives.
- We endeavour to work efficiently.
- We feel good and have a good work-life balance.
- We utilise our entire potential and competence.
- We have an inclusive work environment.

Every year, we use indicators in an employee survey to measure fulfilment of these targets.

These indicators are followed up within the departments and by the management group; see the action plan for the organisational and social work environment for more information.

Participation and responsibility shall be sought in cooperation between managers and staff. The employer should be clear about what is expected of employees at work and how this is monitored and evaluated.

In the event of operational changes, the effects on the work environment shall be taken to account. Consequences and risks shall be assessed in cooperation with the staff. Where negative effects may arise, they should be countered by measures to promote a good working environment in the long term.

The Riksbank shall have clear and well-established routines for rapidly implementing preventive measures in the event of indications of ill health and shall also be able to rehabilitate and adapt work effectively for individual employees. The aim of rehabilitation should be to enable employees on sick leave to return to work quickly. For more information, see the rules for rehabilitation.

Discrimination, harassment, victimisation and bullying are not accepted in the workplace. If this should nevertheless occur, the matter is to be dealt with in accordance with the Riksbank's routines for handling of discrimination, victimisation and bullying.

## 4 Compliance

The HR Manager is responsible for monitoring and reporting on compliance with this policy.

Systematic work environment management is followed up by the working environment committee and the Riksbank's management group, as well as through employee surveys.

Results are reported annually to the Executive Board by the HR Manager.

## 5 Entry into force

This policy enters into force on 10 June 2024 and replaces the previous work environment policy (ref.no. 2023-00523) decided on 7 June 2023. The rule on organisational and social work environment (ref. no. 2024-00579) and the regulations on discrimination and harassment (ref. no. 2016-00562) will cease to apply with the entry into force of this policy.