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# The Non-Discrimination and Gender Equality Plan of the Geological Survey of Finland

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**GEOLOGICAL SURVEY OF FINLAND****DOCUMENTATION PAGE**

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<p>Authors</p> <p>Suvi Vesterinen</p>	<p>Type of report</p> <p>Administrative guidelines</p> <p>Permanent guideline</p> <hr/> <p>Commission by</p> <p>Director-General</p>
<p>Title of report</p> <p>The Non-Discrimination and Gender Equality Plan of the Geological Survey of Finland</p>	
<p>Abstract</p> <p>This Non-Discrimination and Gender Equality Plan has been prepared in accordance with the obligations set out in the Non-Discrimination Act (1325/2014) and the Act on Equality of Women and Men (609/1986). This document contains both the Non-discrimination and the Gender Equality Plan. The salary review included in the Gender Equality Plan is presented in Annex 1.</p> <p>The Plan has been substantially revised in 2023 to systematically advance equity, gender equality and diversity of personnel during the strategy period 2024-2027 through concrete actions. The salary review has also been updated.</p> <p>The Plan also considers the requirements and objectives described in the EU Commission's Horizon Europe Guidance on Gender Equality Plans (GEPs) (European Commission, Directorate-General for Research and Innovation, ISBN 978-92-76- 39184-5).</p> <p>GTK's internal DEI network has contributed to the document. The document has been discussed in the Co-operation Council of GTK on 24 November 2023 and approved by the Management Group on 22 February 2024.</p>	
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<p>Signature/name</p> <p>Kimmo Tiilikainen, Director General</p>	<p>Signature/name</p> <p>Riikka Mäki, Director</p> <p>Human Resources, Talent Management and Working Environments</p>

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## 1 DIRECTOR GENERAL'S REVIEW

Geology has long been a male-dominated field throughout the world. This situation has gradually changed towards a more balanced gender distribution. Today, there are more female students in the field in Finland and their share of geological positions is also increasing. A good example of this is the fact that almost half of GTK's supervisors are women and half are men. The diversity of our personnel is also slowly strengthening in other respects, including the fact that more than 9% of GTK's employees are international experts.

Equity of all people and gender equality have long been values that define the way GTK operates and the working culture. Why is it so important to promote these values? Research shows that organisations that are diverse, inclusive, equal, and just are also more productive and innovative. Thus, people's well-being and job satisfaction are also enhanced.

Through this renewed plan, we will continue to advance equity and equality of all GTK people by systematically putting the planned measures into practice.

Moreover, each of us, through our interactions, can contribute to a working culture that is becoming, step by step, more respectful of diversity, more equitable, more equal, and more inclusive.

Together we are more.

Kimmo Tiilikainen, Director-General

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## 2 INTRODUCTION

We at GTK, have prepared the Non-Discrimination and Gender Equality Plan in accordance with the obligations set out in the Non-Discrimination Act 1325/2014 and the Act on Equality of Women and Men 609/1986.

These core values will remain an integral part of GTK's culture and ways of working in the strategy period 2024-2027. Our aim is that diversity, equity, equality, and inclusion become an integral and embedded part of all GTK's activities, both internally and externally, in the long term.

At GTK, the promotion of equity and gender equality is a key part of our HR policy and strategy, the human-focused working life entity, the well-being, and culture of our work community. These values guide everything we do.

This revised plan was based on a self-assessment, which we carried out using the FIBS diversity management tool. In addition, we used data from our personnel surveys. The plan sets out the actions, required by the Non-Discrimination Act and the Act on Equality of Women and Men, and their practical implementation, monitoring, responsibilities, evaluation, and communication.

We evaluate the plan annually in co-operation and update it as necessary, but at least every two years. HR is responsible for preparing, up-dating, and communicating the plan.

### 2.1 Main content of the Non-Discrimination Act and the Act on Equality of Women and Men

The purpose of the Non-Discrimination Act is to promote and safeguard the realisation of equity and to enhance the legal protection of those who have been discriminated against. Employers must assess and promote equity in the workplace and take measures to eliminate discrimination as soon as they become aware of it.

The purpose of the Act on Equality of Women and Men is to prevent discrimination on grounds of gender and to promote equality between women and men and to improve the station of women, particularly in working life. The Equality Act also prohibits discrimination on grounds of gender identity and gender expression.

At least every two years, the employer must draw up a gender equality plan, in particular on pay and other conditions of employment, in accordance with which measures to promote equality are to be implemented. This plan also includes the non-discrimination plan. The part of the salary review (Annex 1) may be agreed to be updated every three years. The equality plan must be drawn up in cooperation with the shop steward, the shop steward's representative, the occupational safety and health representative or other representatives named by the personnel.

### 2.2 Central concepts of the Plan

*Diversity* refers to the differences between employees in terms of age, gender, ethnic or national background, nationality, language, religion, beliefs, sexual orientation, family situation, disability, health, functional ability, neurodiversity, educational background, values, and personality.

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*Equity* means that all people are equal. It also includes the promotion of fairness and impartiality in processes, procedures, and the distribution of resources.

Equality refers to equality between women and men (*gender equality*).

*Inclusion* means equal, non-discriminatory, inclusive, and participatory.

### 3 GOALS, ACTIONS AND MONITORING THE ADVANCEMENT OF EQUITY AND GENDER EQUALITY AT GTK

Our aim is to ensure that GTK people have a working culture and environment that respects diversity and is equitable, equal, and non-discriminatory. We strive to promote these values by implementing them in areas such as recruitment, job allocation, opportunities for competence development, career planning, pay, terms and conditions of employment relationship, management, supervisory work, working atmosphere, work-life balance and our diversity, equity, and inclusion skills.

#### 3.1 Advancement of equity at GTK

At GTK, we have been consciously promoting diversity, equity, and inclusion for some years. Through the goals and actions described in this plan, we will ensure that this work continues through the 2024-2027 strategy term and beyond. As this is a learning process for our whole organisation, it requires a twofold change: in the organisation and in us as people.

##### 3.1.1 Recruitment

We consistently foster the diversity and equity in our different processes. In recruitment, we focus on the criteria that are pre-defined at the beginning of the application process and in the job advertisement. Ensuring equitable treatment at different stages of the recruitment process is essential, especially for supervisors and HR.

Goals	Actions	Responsibility	Schedule	Follow-up
We strive to strengthen the diversity of personnel.	<ul style="list-style-type: none"> <li>Development of the recruitment process from an equity and gender equality perspective (e.g., anonymous recruitment, standardised interviews, diversity clause).</li> </ul>	HR	2024–2027, continuous	Collecting data on applicants and selected candidates by gender and nationality.

##### 3.1.2 Constantly developing competence

We make sure that our personnel are on an equitable footing in terms of opportunities for competence development. Everyone has equal opportunities to seek and receive, when appropriate, training to maintain and develop their competence in accordance with GTK's policies and principles.

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Goals	Actions	Responsibility	Schedule	Follow-up
We actively anticipate the future, the evolving environment and customer needs, and seize opportunities.	<ul style="list-style-type: none"> <li>Updating and actively communicating policies on supporting competence development to personnel. Instructing supervisors to communicate competence development opportunities to personnel.</li> </ul>	Top management and HR	2024–2027, continuous	Collecting data on training opportunities offered centrally to different groups of personnel.

### 3.1.3 Terms and conditions of employment relationship

Our work community is made up of professionals from all over the world. Our common languages are Finnish, Swedish, and English. The terms and conditions of employment relationship are implemented equitably and are determined in accordance with the government's collective agreements. The provisions governing the employment relationship can be found in the Act and decree on Public Officials in Central Government. The provisions on the terms and conditions of public-service employment relationship are contained in the Employment Contracts Act and the collective provisions for both types of employment are contained in the central state level collective agreements. In addition, contractual terms and conditions specifying the government's collective agreement are agreed at the organisational level.

Goals	Actions	Responsibility	Schedule	Follow-up
We make sure that international, non-Finnish-speaking professionals know the terms and conditions of employment relationship and their rights as GTK employees.	<ul style="list-style-type: none"> <li>Making use of the Culture Buddy programme.</li> <li>The induction material for international talents will be developed to highlight more strongly the specificities of Finnish legislation.</li> <li>The supervisors note that international experts may not be familiar with the Finnish employment legislation and how to discuss the topic as part of induction and development discussions.</li> </ul>	HR, supervisors, DEI network	2024–2027	<p>Gathering experiences of the Culture Buddy programme from the international experts.</p> <p>Collecting feedback from the supervisors on what they observe in development discussions and incorporate this feedback into communication and induction materials.</p>

### 3.1.4 Management and leadership

All supervisors at GTK play a key role in fostering a work culture that values diversity, equity, and inclusion. The example and practices of supervisors have a major impact on ensuring equal, non-discriminatory, and inclusive treatment for all.

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Goals	Actions	Responsibility	Schedule	Follow-up
Every supervisor at GTK is committed to promoting a working culture, which fosters gender equality and equity.	<ul style="list-style-type: none"> <li>Training on diversity, equity and inclusion is offered to each supervisor (<i>The Diverse working life eOppiva</i> course).</li> </ul>	Top management and HR	2024–2027	Employee experiences of supervisory work are monitored through employee surveys.

### 3.1.5 Work-life balance

We want to strengthen work-life balance and family-friendly orientation at GTK. We apply flexibility at work required by family life situations, equitably and equally to all employees.

Goals	Actions	Responsibility	Schedule	Follow-up
We strengthen work-life balance and family-friendly orientation.	<ul style="list-style-type: none"> <li>The supervisors try to set an example of work-life balance.</li> <li>In internal communication a positive attitude towards family leave is noted.</li> <li>In internal communication it is encouraged to use the accrued holidays.</li> </ul>	HR, supervisors, top management	2024–2027	<p>Work-life balance is examined, e.g., by monitoring the accumulation of hourly balances and the use of holidays.</p> <p>Monitoring statistics on the distribution of family leave in GTK from an equality and equity perspective.</p>

### 3.1.6 Working atmosphere

We take care of the working atmosphere and try to ensure that it supports the working motivation of everyone at GTK. In addition, each of us can contribute to creating a working culture, which respects diversity through our own behaviour and interactions.

Goals	Actions	Responsibility	Schedule	Follow-up
We will build an open and respectful feedback culture that promotes learning and appreciation of the	<ul style="list-style-type: none"> <li>Top management communicates internally that we are developing a feedback culture and why we are developing it.</li> </ul>	Top management, communications, HR, supervisors	2024–2027	Collecting observations from supervisors on developing a feedback culture.



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work and skills of everyone at GTK.	<ul style="list-style-type: none"> <li>Strengthening the feedback culture is regularly raised and instructions on how to give and request feedback are communicated to all.</li> </ul>			
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**3.1.7 Diversity, equity, and inclusion skills**

Everyone at GTK has an important role to play in strengthening a culture which respects diversity, equity, and non-discrimination. We will enable everyone to continue to raise awareness and understanding of diversity, equity, and inclusion by integrating it into our common processes. This will also help us to prevent discrimination based on, for example, gender, gender identity or gender expression.

Goals	Actions	Responsibility	Schedule	Follow-up
We ensure that everyone at GTK knows how to promote equity, inclusion, and diversity in their work.	<ul style="list-style-type: none"> <li>Providing training on diversity, equity, and inclusion for every GTK employee as part of their induction (<i>Diversity in working life</i> eOppiva course).</li> <li>Developing guidance on harassment cases (including different reporting channels).</li> </ul>	HR	2024–2027	Recording all cases of discrimination and harassment brought to the employer's attention and selecting targeted and preventive measures when necessary.

**3.2 Advancement of gender equality at GTK**

We are committed to promoting an equal and equitable working life at GTK. In the following chapters our future goals and actions to strengthen gender equality are described.

**3.2.1 Pay**

At GTK we pay equal wages for equal work. We use the governmental pay system, wherein the level of pay is determined by the complexity of the job. Each year, the supervisors evaluate the individual performance and competence, which is also considered in the amount of the salary as the individual pay component. Both the assessment of the difficulty grade and the individual assessment are based on equal treatment for all.

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Goals	Actions	Responsibility	Schedule	Follow-up
We promote the equal treatment of all GTK people.	<ul style="list-style-type: none"> <li>Ensuring career rotation and promotion opportunities, regardless of the duration and type of the employment relationship                             <ul style="list-style-type: none"> <li>considering career rotation and progression opportunities as part of project planning</li> <li>using internal search in addition to public recruitment.</li> </ul> </li> </ul>	Top management and HR	2024–2027	For example, changes in career transitions are monitored in HR data.
We strengthen the pay and reward communication skills of the supervisors	<ul style="list-style-type: none"> <li>The supervisors are trained in proactive and transparent pay and reward communication, and how to have good pay and reward discussions in the workplace.</li> </ul>	HR	2024, continuous	The employee survey is used to monitor personnel satisfaction with the reward and the pay system.  Collecting feedback and experiences from the supervisors on pay discussions.

**3.2.2 Equal allocation of work**

We aim to organise our work in a way that ensures equal workload sharing between different genders. Women's participation in tasks that have traditionally been male-dominated should be actively promoted.

Goals	Actions	Responsibility	Schedule	Follow-up
We ensure equal opportunities for women to be selected for top management and project manager positions.	<ul style="list-style-type: none"> <li>Women's career development through training, job rotation and new responsibilities will be supported and encouraged.</li> </ul>	HR and top management	2024–2027, continuous	Monitoring career development from a gender perspective through HR data: assessing and increasing the effectiveness of measures.

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## 4 MONITORING AND EVALUATING THE IMPLEMENTATION OF THE NON-DISCRIMINATION AND EQUALITY PLAN

We regularly monitor and evaluate the implementation of the measures in GTK's Non-discrimination and Gender Equality Plan. The personnel survey and the annually produced pay and personnel statistics provide information on the implementation of equity and gender equality at GTK. Based on the results, we assess the current situation and measures and, if necessary, complete and update the plan. The implementation of the Non-discrimination and Gender Equality Plan will be evaluated in cooperation.

### 4.1 Evaluating the implementation of actions of the previous Plan

The measures we set out in the previous Non-discrimination and Gender Equality Plan have largely been implemented. To give a few examples, our recruitment process and the consideration of people's diversity has improved, for example by adding a diversity clause to the job advertisement. Events and training sessions on pay, equity and equality matters have been held for both personnel and supervisors, which has strengthened the understanding and awareness of these issues among all GTK people. Leadership and management have been regularly addressed and the majority of GTK's supervisors apply coaching leadership in their work. In turn, the induction of new personnel and the comprehensive induction programme for new GTK personnel contributes to the well-being, gender equality and equity for all.

We will continue to pay constant attention to the processes and practices which are followed in areas of particular significance to GTK people, such as recruitment, continuous competence development, issues related to the terms and conditions of employment relationship, work-life balance, equal allocation of work, pay and the working atmosphere. Management and leadership are also areas for further development. And the themes of diversity and inclusion are highlighted in this renewed plan.

## 5 INFORMATION

We inform the GTK people about this Non-discrimination and Gender Equality Plan at various personnel meetings and through our internal communication channels. The plan has been drawn and published in Finnish, English and Swedish. HR is responsible for the communication.

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## ANNEX 1 – SALARY REVIEW

Under the Act on Equality of Women and Men, a salary review aims to ensure that there are no unfair differences in pay between men and women working for the same employer in the same job or in jobs of equal value. The same or equivalent work is examined through the difficulty classes (VL), which are based on the GTK pay system. The majority of GTK personnel are covered by the pay system (e.g., management and negotiating public officials are excluded).

If the GTK salary review reveals clear and unjustified differences between the salaries of women and men, the employer must investigate the reasons and justification for the pay gap and take appropriate corrective action. To identify the causes of any differences, the main pay components, namely the task-specific pay component and the individual pay component, are examined. The task-specific salary is determined by the demands of the job, not by the person. The individual salary part is determined by the work results and competence of the person, considering the difficulty class of the job.

### DECEMBER 2023 SALARY DATA

The salary data shown in the graphs have been collected from the salary structure report of the Kieku personnel system on 18 December 2023. The data include active, full-time, and part-time employment relationships covered by the pay system. For part-time employees, the salary has been converted into full-time salary. Under the conditions of the above definition, 444 persons (185 women and 259 men) were covered by the pay system. The total number of persons not covered by the pay system, mainly in managerial posts, was 10, of whom 3 were women and 7 men.

The salary data in table 1 were retrieved on 4 January 2023 from the Tahti system, the government's common statistical database for employers. The table report includes all full-time employees receiving full pay, excluding any trainees. Also, fixed-term contracts that ended in the middle of the reference month are not included in the table report.

### EQUAL PAY INDEX FOR WOMEN AND MEN

The equal pay index shows the ratio of average earnings of women in organisation to average earnings of men. Equal pay is expressed as an index number. For example, 99% means that the average earnings of women are on average 1% lower than for men. The average pay gap is calculated by dividing the average regular earnings of all women by the average regular earnings of all men (Table 1).

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Table 1: Equal pay index 4.1.2023

Difficulty class	Number of women	Number of men	The equal pay index %
VL 4	*	*	*
VL 5	5	23	96
VL 6	5	7	103
VL 7	20	18	99
VL 8	18	24	100
VL 9	47	50	99
VL10	40	69	99
VL11	12	13	99
VL12	*	12	*
Total:	151	218	99

No result is obtained in difficulty classes 4 and 12, as the number of employees of both or one of the genders in these classes is less than five (5) persons. When the average salaries of all 444 employees are calculated, the average salary for women (€ 4,494) is almost equal to the average salary for men (€ 4,564), with an equal pay index of 99% for this sample. Overall, the GTK's equal pay index is at a good level.

### PLACING OF WOMEN AND MEN IN DIFFICULTY CLASSES

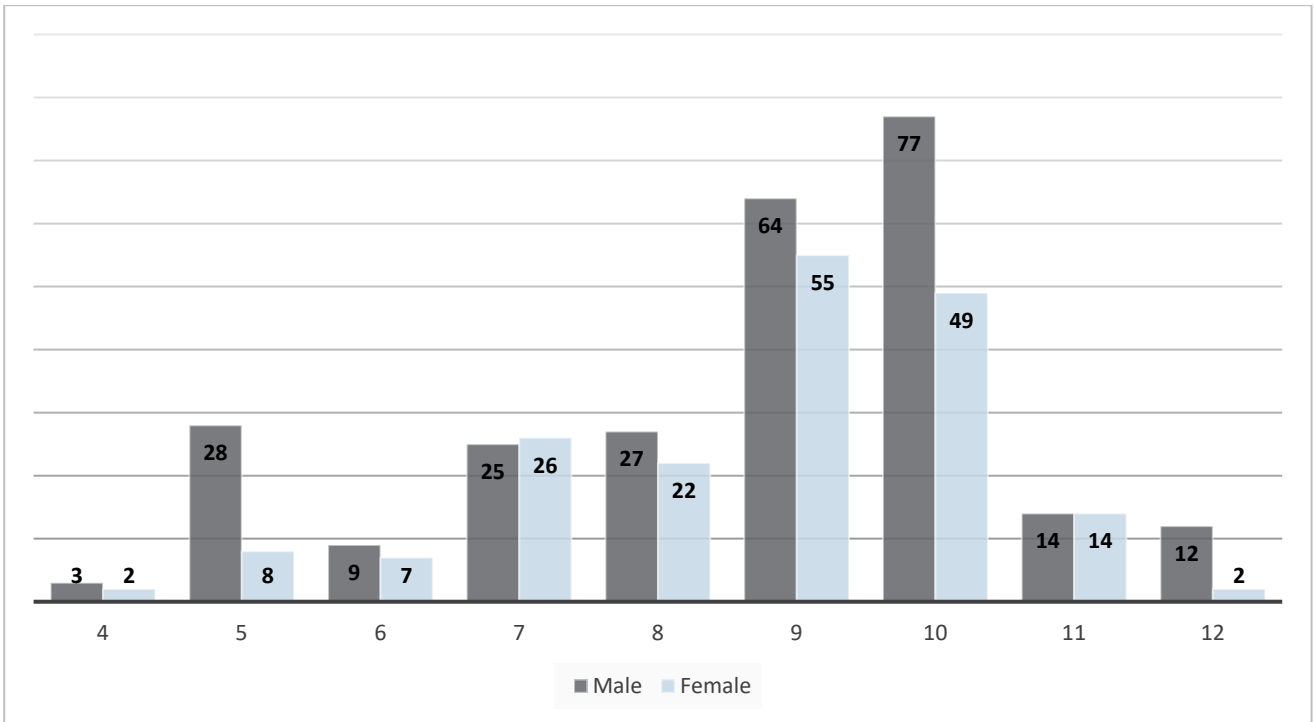
Placement in difficulty classes is determined by the level of difficulty of the job, based on GTK's contracts and guidelines. In this case, it is the content of the job, not the post holder, which determines the classification. Men and women doing the same work or work of equal value should be in the same difficulty class.

The salary survey shows that men and women are evenly placed in the difficulty classes. However, there are differences between the relative ranking of men and women in the individual classes. Also, the evaluation must consider the composition of GTK's personnel, where men are more numerous than women.

Compared with the previous year's statistics, there has been a shift towards more equality. Whereas in the previous report only difficulty class 7 had an equal number of men and women, the gender balance has now also become more even in classes 4, 6 and 11. In the other difficulty classes there are more men than women (Figure 1).

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Figure 1 Placement by number and gender in the difficulty classes (18.12.2023)

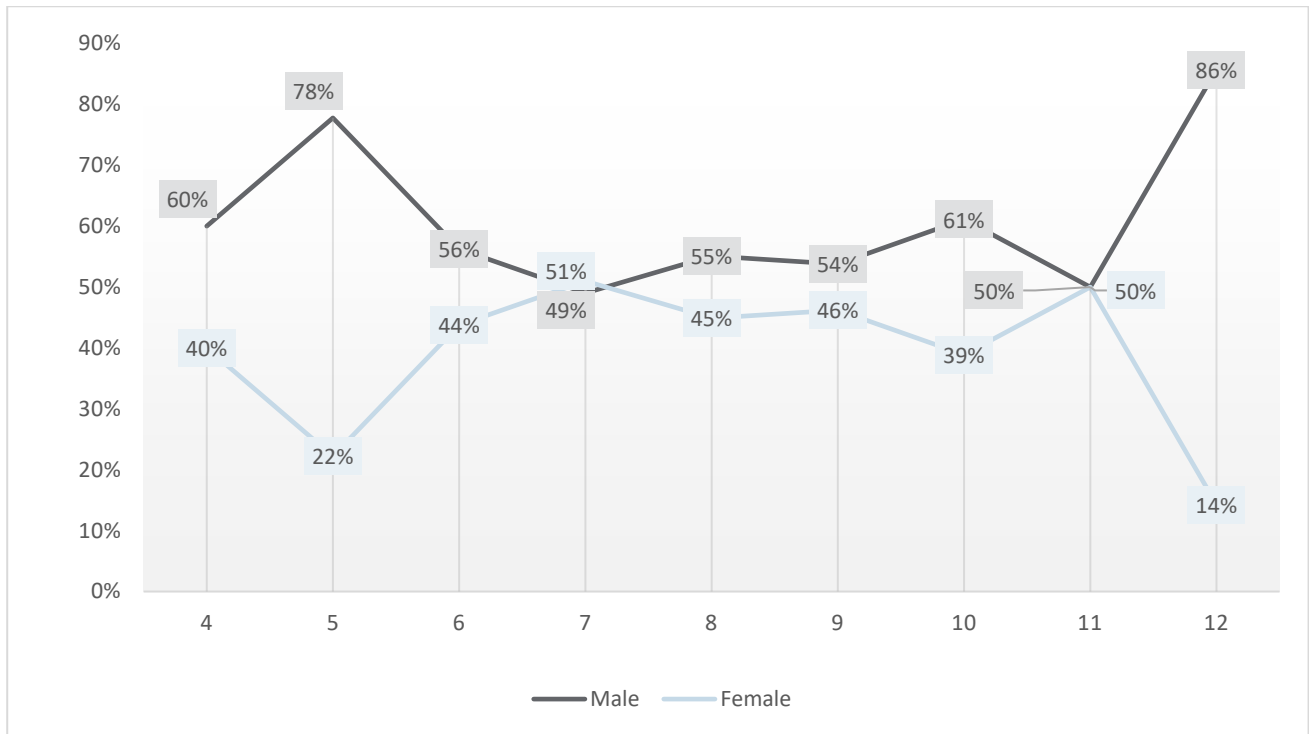


A better way to compare the placement of men and women in difficulty classes is to put the numbers of men and women on the same scale by describing the percentage distribution of men and women in difficulty classes by gender (Figure 2). The relative distributions provide a better indication of differences as well as similarities.

Here too, a small positive change can be observed compared to the statistics in the previous report: whereas in the previous year's report the difference was more than 20 % for class 6, it has now narrowed to 12 %. However, differences of more than 20 % are found in classes 4, 5, 10 and 12.

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Figure 2: Relative distributions by gender and by difficulty class (18.12.2023)



**PERSONAL SALARY COMPONENT FOR WOMEN AND MEN**

The personal salary component (HEKO%) is evaluated in relation to the complexity and performance of the work. The evaluation consists of performance and competence assessments, both of which are evaluated between 0% and 25%. In total, the HEKO may not exceed 50% of the task-specific salary.

For the salary review, the HEKO % used at GTK ranges from 7% to 36% (7% to 36% for women and 7% to 35% for men). The average HEKO % is 16 % (15 % for women and 16 % for men). By difficulty class, the average HEKO % for women are lower than for men in classes 5, 9, 10 and 11 (Figure 3). The average for men is lower than that for women in difficulty classes 6 and 7. In difficulty classes 4 and 12, the distinction by gender is not reflected in the graph, as the number of employees of either gender in these difficulty classes is less than five (5) persons.

HEKO% is influenced by the competence and performance of the employee, which should be considered when making a gender analysis. The difference between men and women in the same difficulty class can also be explained by factors such as the amount of work experience and long periods of absence from work, such as family leave. However, it should be noted that the differences in average HEKO % between the different classes require further analysis, including a review of the number of years of service of employees in the classes. Examination of the causes of the bias requires

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further analysis and actions if no acceptable cause for the bias can be found. The averaging exercise should also consider the sensitivity of the averages to changes in personnel numbers and changes resulting from, for example, development discussions. GTK regularly and proactively reviews the gender equality performance of the pay decisions it implements, and the Ministry of Finance also monitors the situation in the government agencies. The analysis is also carried out by the VPJ group of GTK's employer and personnel representatives. In general, however, the average HEKO% is evenly distributed across all difficulty classes.

Figure 3 Average HEKO% for women and men by difficulty class (18.12.2023)

