

# Non-discrimination and Equality Plan 2022–2023

CSC – IT Center for Science Ltd.

version	date	version	responsibility
0.1	16.5.2019	Non-discrimination and Equality Plan Draft	CSC HR
1.0	22.5.2019	Non-discrimination and Equality Plan	CSC HR
2.0	1.9.2021	Non-discrimination and Equality Plan, updated	CSC HR
2.1	16.11.2021	Non-discrimination and Equality Plan, updated	CSC HR, Tuononen, Gästrin-Aarvala, Kupila-Rantala
2.2	9.3.2022	<b>Non-discrimination and Equality Plan, updated</b>	<b>CSC HR, Tuononen, Gästrin-Aarvala, Kupila-Rantala, Kupiainen, Tuomikorpi</b>

## 1 Introduction

CSC - IT Center for Science Ltd wants to promote non-discrimination, equality and diversity in its work community. CSC does not accept any kind of discrimination in its work community, and to support this, it has drawn up an equality plan based on the following legislation in force:

- Non-discrimination Act (Finlex 1325/2014),
- Act on Equality between Women and Men (Finlex 609/1986, section 6), and
- Act (1329/2014, section 6) amending the Act on Equality between Women and Men (Finlex 609/1986).

The Non-Discrimination and Equality Plan specifies the objectives set for the promotion of non-discrimination and equality and provides for their implementation, responsible persons, resources, follow-up and informing on them.

The Non-Discrimination and Equality Plan is valid from 1 March 2022 to 29 February 2024. The timeliness of its contents and its impact on the CSC work community will be reviewed by the management in early 2024 together with the occupational safety and health representative and the shop steward. In the same context, a survey on the contents of the Non-discrimination and Equality Plan will be conducted among the personnel.

## 2 CSC's commitment to promoting non-discrimination and equality

CSC management has prepared the Non-discrimination and Equality Plan and pledged its commitment to implementing it for its own part. The plan is strongly underpinned by CSC's values: *We advance expertise as a community with assurance and integrity*. CSC's values are the foundation of all our work. They reflect what we mean when we talk about good and sustainable business practice and healthy interaction with stakeholders, society and the environment.

Diversity is a key strength of our operations. Therefore, we want to promote it not only from the perspective of non-discrimination and equality but also because it provides the best preconditions for business operations. We will not merely refrain from doing the wrong thing; in everything we do, we are determined to promote high-quality service activities produced at the highest ethical standard. The promotion of non-discrimination and equality is an essential part of these efforts. From the management all the way to each individual CSC employee, we are all responsible for the achievement of this goal.

## 3 Objectives and measures

### 3.1 Recruitment

- Workplace-specific goal: Those applying for open positions are treated in a non-discriminatory and equal manner.
- Measures: The only criterion used in recruitment is the competence and experience of the person and their suitability for the position concerned.
- Responsible person(s): Recruiting supervisors and HR
- Timetable: Continuous
- Follow-up: Statistical monitoring by HR; the management monitors the achievement of objectives and takes the necessary measures

### 3.2 Equitable distribution of workload and coping at work

- Workplace-specific goal: Each and every employee are assigned suitably challenging and appropriately scaled work assignments, and they all have a sense of control over their own work.
- Measures: Supervisors regularly monitor the workload of each of the employees working under them in supervisor-employee discussions and performance reviews. CSC encourages employees to develop at work, accounts for the fact that people are different and seeks to ensure that employees learn new things, enjoy being at work and remain healthy. Supervisors support and encourage their employees in everyday work and intervene as early as possible when work challenges/problems arise. Giving praise and constructive feedback is an essential part of supervisory work. HR reports to the management on issues related to well-being at work. The early support process is actively maintained and used.
- Responsible person(s): Supervisors
- Timetable: Continuous
- Follow-up: Performance reviews and supervisor-employee discussions, HR reports to the management

### 3.3 Development opportunities

- Workplace-specific goal: All CSC employees have the opportunity to seek training and develop in their tasks.
- Measures: At CSC, all employees must be given the opportunity to develop themselves and seek training. In accordance with the valid CSC Discussion model, a personal development plan is created for each employee that is updated during performance reviews. The need for training is also assessed



in connection with this. Supervisors have access to a group-specific training budget and are responsible for ensuring its equal distribution. In addition, training is organised using CSC's general training budget as needed.

- Responsible person(s): Supervisors, employees, HR supports and monitors
- Timetable: Continuous
- Follow-up: Development discussions

### 3.4 Career advancement and diversity of work assignments

- Workplace-specific goal: CSC ensures that people of different ages have the same opportunities in applying and being selected for positions in all professional groups. CSC facilitates the professional development of personnel and encourages each employee to engage in lifelong learning.
- Measures: Everyone can and are encouraged to apply for open positions in the company. The most suitable and competent applicant is always selected for the position concerned.
- Responsible person(s): Supervisors, employees and HR (statistics)
- Timetable: Continuous
- Follow-up: Statistical

### 3.5 Strengthening the non-discrimination and equality competence of supervisors

- Workplace-specific goal: Supervisors are familiar with the key legislation related to equality and non-discrimination, are able to identify shortcomings and intervene in them if necessary.
- Measures: The relevant legislation is discussed at the orientation for new supervisors. Issues related to non-discrimination and equality are taken into account in the training of supervisors, and supervisors are provided support in possible problem situations.
- Responsible person(s): HR, supervisors
- Timetable: Continuous
- Follow-up: Statistical

### 3.6 Fair pay

- Workplace-specific goal: CSC has a fair pay system that is based on assessing the complexity of the task separately from the personal characteristics of the person performing the task. The personal salary is determined based the assessment of the work performance in the task assigned.

- Measures: HR develops compilation of salary statistics so that they can be used to systematically monitor the salary development of all CSC employees in different tasks. If any structural wage pits are detected, they are corrected by HR. To avoid possible distortions, salary increases are assessed by the supervisor, management and HR.
- Responsible person(s): Management and HR (statistics)
- Timetable: Continuous, annual statistics
- Follow-up: HR conducts an annual analysis during the salary review round together with supervisors.

### 3.7 Reconciliation of work and private life

- Workplace-specific goal: Employees are supported in reconciling their work and private life through flexible working arrangements, such as offering opportunities for part-time work on a case-by-case basis or unpaid leave for personal reasons. CSC supports work in multiple locations, flexible working hours and flexible working time arrangements. Opportunities are offered equally to all CSC employees, whether they are caring for underage children or aged parents or are experiencing some other challenges in life.
- Measures: CSC has clearly defined guidelines on the intranet concerning flexible working arrangements, personal leaves without pay, telecommuting and the practical measures for these situations. Supervisors are familiar with these guidelines.
- Responsible person(s): supervisors and HR
- Timetable: Continuous
- Follow-up: Statistics on taking leaves

### 3.8 Inappropriate treatment and harassment

- Workplace-specific goal: No inappropriate behaviour or harassment will happen at CSC.
- Measures: CSC has zero tolerance for inappropriate behaviour. CSC has common identified values, guidelines for harassment situations and a process for intervening in harassment, up-to-date Code of Conduct guidelines and the Whistleblower reporting channel, which support the realisation of CSC values and effectively address possible abuses.
- Responsible person(s): All personnel, the management, board of directors
- Timetable: Continuous
- Follow-up: Reporting to the management

### 3.9 Promoting diversity in CSC communications and events

- Workplace-specific goal: Externally, CSC is considered a diverse actor and an attractive employer.
- Measures: In its internal and external communications, CSC utilises various capabilities in a diverse manner, striving to ensure, for example, that the speakers appearing in seminars organised by CSC represent as diverse group of people as possible. In communications, attention is paid to making extensive use of the expertise of people from various backgrounds, for example, when producing expert articles and other content. Supervisors and experts are provided instructions on how to communicate about diversity.
- Responsible person(s): CSC Corporate Social Responsibility Unit, CSC Communications team
- Timetable: continuous
- Follow-up: Monitoring content production and events

## 4 Monitoring

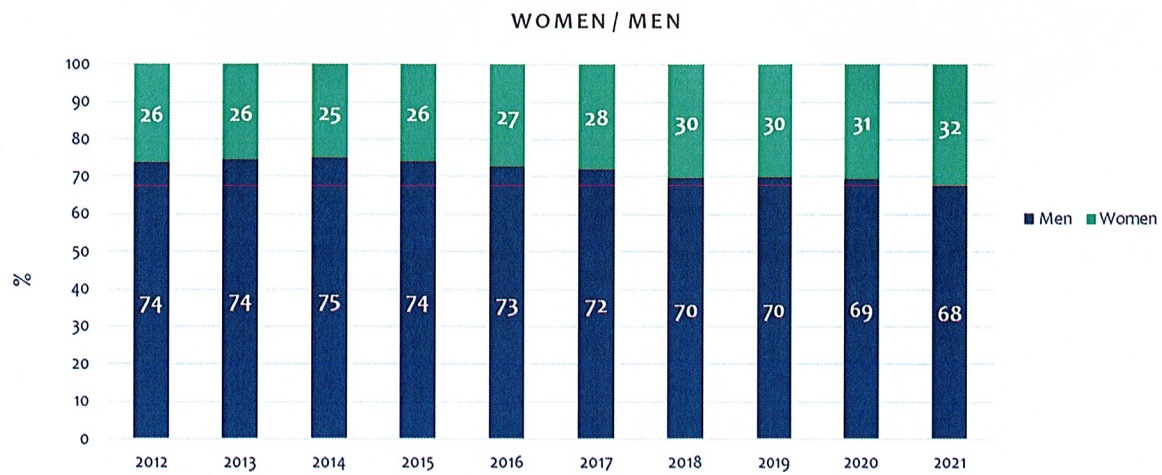
The implementation of the measures laid out in the Non-discrimination and Equality Plan is monitored and assessed by the Occupational safety committee and shop steward.



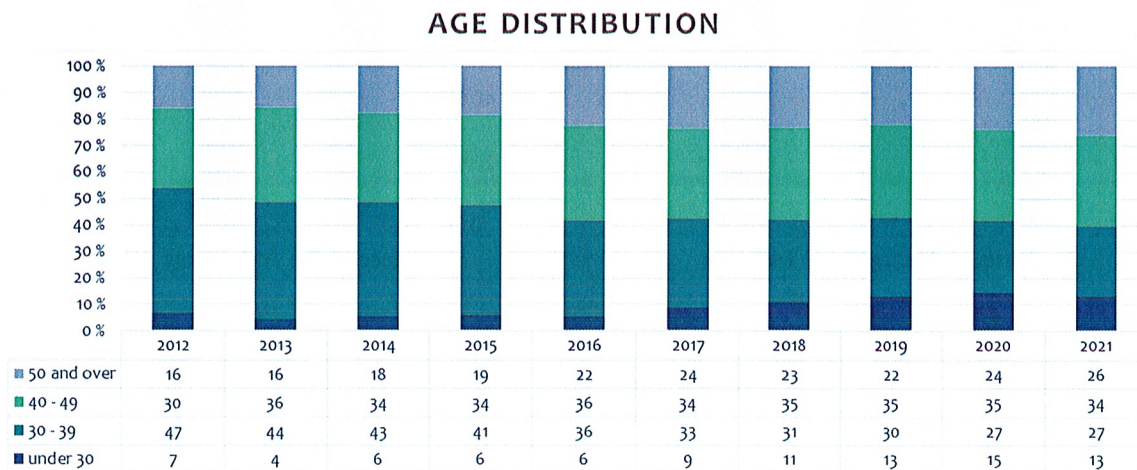
## 5 Background statistics

- Employees by gender
- Employees by age group
- Educational background
- Distribution of women and men by role
- Participation in training

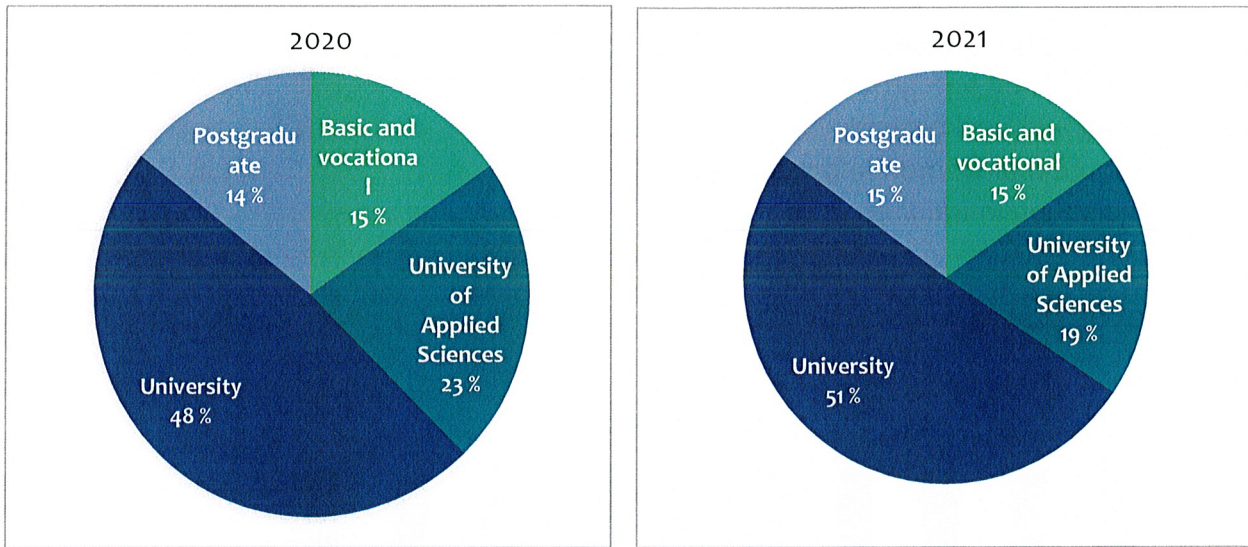
### 5.1 Employees by gender



### 5.2 Employees by age group

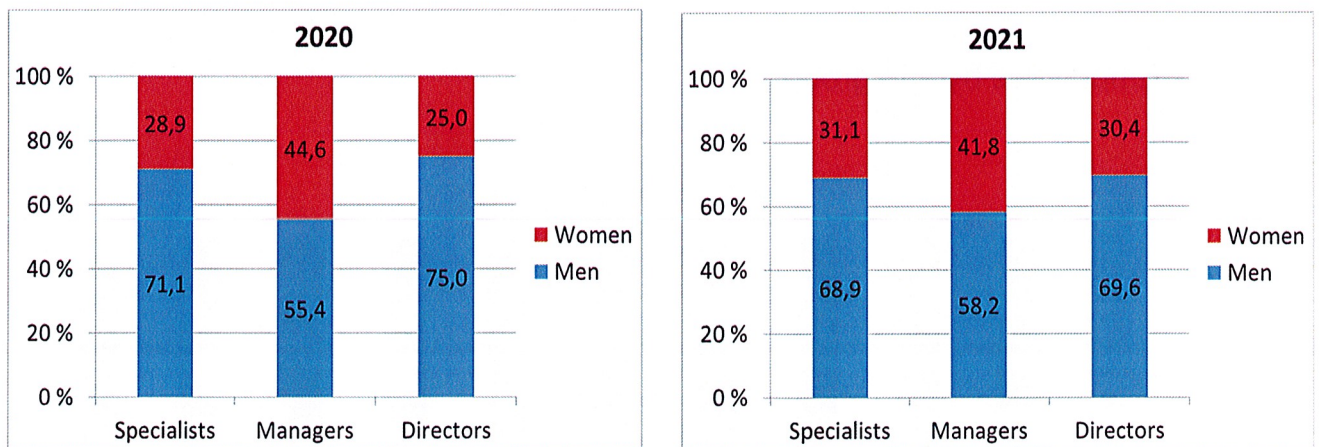


### 5.3 Educational background



Postgraduate = Licenciante and PhD degrees  
 University = Master and Bachelor degrees

### 5.4 Distribution of women and men by role





## 5.5 Participation in training



## 6 Signature

ESPOO 24.3.2022

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