

EQUALITY PLAN OF THE STUDENT UNION OF HAAGA-HELIA – HELGA 2024-2026

INTRODUCTION

“Helga – A protector of an individual, an enabler of community for students.”

- Mission, Strategy of the Student Union of Haaga-Helia - Helga

The purpose of this plan is to describe Haaga-Helia's Student Union Helga's equality-related objectives, measures regarding them, clarify whose responsibility the objectives are and how progress is measured. The plan also tells how the student union, its board, employees and other actors promote equality in the student union, in the associations operating near it and in Haaga-Helia's student community. The equality plan is complemented by Helga's political program, strategy and other documents guiding the operation.

One of Helga's most important values is to be equal. Equality is a value that runs through Helga's activities, and Helga's activities aim to promote equality and enable a community where everyone can feel a sense of belonging, be themselves, experience security and feel good. Equality means that all people are equal, regardless of their gender, age, ethnic or national origin, citizenship, language, religion and belief, opinion, disability, state of health, sexual orientation or other reasons related to the person. Helga also opposes all discrimination and actively works to eliminate it from the higher education community. Discrimination is the unequal treatment of people on the basis that they belong to a certain group, for example they profess a certain religion or belong to a sexual minority. Discrimination can be a single act or it can be the result of unfair practices or rules. Indirect discrimination is considered to be when a seemingly neutral treatment or practice leads to discriminatory results.

For Helga, promoting equality and resisting discrimination means building a safer, more accessible and more individual student community. In order to promote this, Helga, among other things, promotes anti-racism, intersectional feminism, diversity and works for accessibility, as well as follows the principles of a safer space in its events and activities. In addition, Helga recognizes the weaker position of minorities and the importance of strengthening their position. Helga also understands and takes into account how political activities, positions, opinions, etc. can contribute to equality and how, in the case of religions and views, it is important to take into account, for instance, respectful speech, diets, the possibility of not consuming alcoholic beverages, and from the employer's point of view, for example, “bank holidays” of different religions.

Haaga-Helia's Student Union Helga takes responsibility for its activities in terms of promoting equality and opposing discrimination and is willing to grow.

The entire student union is responsible for the implementation of this equality plan, but especially the board and employees of the student union. The implementation of the plan is monitored with equality surveys conducted every two (2) years, but also with equality reports conducted annually by sectors. If necessary, the implementation of the plan can be monitored, and possible development ideas can be obtained, by additionally utilizing the university's own surveys related to equality, equity and accessibility.

The equality plan has been approved by Haaga-Helia's Student Union Helga's Representative Council on February 5th 2024. The plan is valid for 2024-2026 and will be updated as necessary or by the end of 2026 at the latest.

OBJECTIVES

HELGA ´S COMMUNITY AND INTERNAL OPERATIONS

No.	Objective	Action	Responsibility	Meter
1	Those who work at Helga's office and are actively involved in the activities are familiar with the equality plan and understand the meaning of equality.	<p>The equality plan is always presented during the orientation of new board members, members of the representative council , tutors, volunteers and employees.</p> <p>In the orientations, they are also informed about the Equality in Universities online course and encouraged to complete it.</p>	Specialist (advocacy)	<p>The equality plan has been presented to new board members (YES/NO), new members of the representative council (YES/NO), new tutors (YES/NO), new volunteers (YES/NO) and new employees (YES/NO)</p> <p>Information has been given about the equality in higher education online course (YES/NO)</p> <p>Equality in higher education online course has been attended (NUMBER OF PARTICIPANTS)</p>

2	<p>Helga reacts to situations in the student union, the university or in associations operating in the vicinity of the student union, where bullying, harassment, racism or other inappropriate treatment occurs. Helga offers support and help to students who have experienced these things.</p>	<p>There are three (3) harassment contact persons working full-time in the student union, who are mainly employees. The student union or another close organization trains new and current harassment contact persons. Diversity and representativeness are taken into account when appointing harassment contact persons. For example: whenever possible, representatives of different genders act as contact persons for harassment. In addition, the entire board is trained on anti-harassment activities, and training is also offered to members of the representative council and volunteers.</p> <p>The full-time harassment contact persons work in close cooperation with the university's harassment contact persons.</p> <p>Harassment contact person activities and support for those who have experienced harassment are communicated at least four (4) times a year to members and students.</p> <p>Feedback on harassment contact person activities is collected from those who reported harassment and those who implemented harassment contact</p>	<p>Full-time Harassment contact persons</p>	<p>Three (3) full-time harassment contact persons are trained for the duties (YES/NO)</p> <p>Diversity and representativeness have been taken into account when appointing harassment contact persons (YES/NO)</p> <p>The Student Union Board has participated in harassment contact person training (YES/NO)</p> <p>Harassment contact person training has been offered to members of the representative council and volunteers (YES/NO)</p> <p>There are at least four (4) times a year for members and students from harassment contact person activities (YES/NO)</p> <p>Feedback on the harassment contact person activity has been collected from those who reported harassment and those who implemented the harassment contact person activity. (FEEDBACK)</p> <p>The guidelines for acting in cases of harassment have been reviewed annually (YES/NO).</p>
---	--	--	---	--

		<p>person activities.</p> <p>The student union has internal instructions on how to act in cases of harassment.</p>		
3	<p>Helga actively monitors and implements equality internally.</p>	<p>The implementation of the equality plan is monitored at least once a quarter. The sectors of the student union prepare a joint report on the implementation of the plan every year, which tells how successful the measures and objectives have been.</p> <p>Every two (2) years, an equality survey is carried out for the university's students and student union employees.</p>	<p>Specialist (advocacy)</p>	<p>An annual joint report has been drawn up and presented to the representative council (YES/NO)</p> <p>The equality survey has been implemented for the university's students and student union employees (YES/NO)</p>
4	<p>Helga uses the principles of a safer space, which the students and the associations operating in the vicinity of the student union know and follow.</p>	<p>The principles of a safer space can be found on the website of the student union. They are communicated and are visible at the events of the student union physically and electronically.</p> <p>Associations are trained on the principles of a safer space.</p> <p>The principles of a safer space have been updated or the need for updating has been assessed with the help of reports.</p>	<p>Executive Director, Chair of the Board</p>	<p>The principles of a safer space are communicated and can be found on the website (YES/NO)</p> <p>Associations have been trained on the principles of a safer space (YES/NO)</p> <p>The principles of a safer space are physically and electronically displayed at the events (YES/NO)</p> <p>The Safer Space principles have been reviewed with the help of reports (YES/NO) and updated (YES/NO)</p>

5	In situations of harassment or inappropriate behavior, every student knows how to act and how to handle the situation.	The student union has clear and easily accessible operating instructions regarding harassment situations and inappropriate behavior on the website and physically in the offices, and these are communicated.	Specialist (communications)	Operating instructions exist (YES/NO) Operating instructions have been communicated and are physically visible (YES/NO)
6	Helga takes gender diversity and the right to self-definition into account in its operations.	<p>The student union avoids gender-based division and gender-related terms in its activities, distribution of work tasks and everyday life, and challenges stereotypical perceptions of gender.</p> <p>When making surveys or forms where it is necessary to ask about gender, the options "other" and "I don't want to tell" are taken into account in the answer options.</p> <p>In the student unions systems that collect, for example, name information and gender information, it is possible to easily make changes at the request of the person that the information is about, so that the right to self-definition is fulfilled, when the systems allow it.</p> <p>In the activities of the student union, the use of the person's chosen name is taken into account as soon as possible, even if an official decision has not yet been made regarding</p>	Employees and the Board	<p>There is no division based on gender (YES/NO)</p> <p>When asking about gender in surveys and forms, the options allow not to answer and take into account the diversity of gender (YES/NO)</p> <p>It is easy to make changes in the student union's systems so that the right to self-definition is fulfilled, and the use of the chosen name has been taken into account in the operation (FEEDBACK)</p>

		the matter.		
7	It is possible for international students to actively participate in Helga's activities.	<p>The student union develops low-threshold ways to participate in the activities of the student union and supports the activities of ESN Helga and IDS Helga.</p> <p>The student union pays special attention to the use of the English language in its activities and informs about opportunities to participate in activities.</p>	Chairs of the Board (communications and community)	<p>Low-threshold participation opportunities have been developed for international students (YES/NO)</p> <p>Feedback has been collected on the low-threshold participation opportunities developed for international students and the use of the English language (YES/NO, FEEDBACK)</p> <p>International students have been informed about the possibilities to participate in the activities (YES/NO)</p>
8	Different genders and people from different backgrounds are represented and in an equal position with each other in Helga's board, personnel and representative council.	<p>In the recruitments made by the student union, the focus is on building a diverse community and promoting actual equality by implementing positive special treatment.</p> <p>In job advertisements, the student union expresses positive special treatment, and that we want applicants of different ages, representatives of different genders, and persons belonging to linguistic, cultural and other minorities.</p> <p>The recruitment and application processes are equal at Helga. When</p>	Executive Director, Chair of the Board	<p>Positive special treatment and the importance of diversity have been expressed in recruitment (YES/NO)</p> <p>Diversity can be seen in Helga's activities (YES/NO)</p> <p>Feedback has been collected on the recruitment and application processes (YES/NO, FEEDBACK)</p> <p>Clear information has been provided about the progress of the recruitment and application processes and the equal and</p>

		recruiting and applying for employees, student representatives, volunteers, tutors or other actors, everyone is treated equally and respectfully, and clear information is given about the progress of the process. Feedback is collected on the processes.		respectful treatment of all applicants has been emphasized (YES/NO)
9	Helga's equality plan will be reformed into an equality and equity plan.	The equality plan of the student union will be renewed into an equality and equity plan by the end of 2026 or earlier.	Specialist (advocacy)	The equality plan has been reformed into the equality and equity plan. (YES/NO)

ASSOCIATIONS

No.	Objective	Action	Responsibility	Meter
10	Helga supports and encourages associations operating in its vicinity in promoting equality and anti-harassment activities.	<p>The student union, or another close organization, organizes training on equality and anti-harassment work, for example harassment contact person training, at the beginning of the year and, if necessary, later.</p> <p>Associations are also informed about the Equality for Higher Education online course and encouraged to complete it.</p> <p>It is easy to approach the</p>	Executive Director, Chair of the Board, Specialist (Advocacy)	<p>Equality and harassment contact person trainings have been organized for those working in associations (YES/NO, NUMBER OF PARTICIPANTS)</p> <p>Equality in higher education online course has been promoted (YES/NO, NUMBER OF PARTICIPANTS)</p> <p>The student union's equality materials can be found on the student union's website (YES/NO)</p>

		actors of the student union in relation to equality matters, and equality materials can be found on the student union's website.		
11	The associations operating in Helga's vicinity take equality into account, and equality work is encouraged and offered support.	Equality is taken into account with regard to the associations' possible grants and cooperation. An equality checklist will be created for associations, which will make the planning of activities more easier.	Executive Director, Chair of the Board, Specialist (Advocacy)	Equality is part of the conditions for operating grants and cooperation (YES/NO) An equality checklist has been created for associations (YES/NO)
12	Training and materials in Finnish and English are organized and offered to associations.	It is possible to get training and materials produced by the student union in Finnish and English.	Employees	Trainings have been organized and offered in Finnish and English (YES/NO) Materials have been offered in Finnish and English (YES/NO)
13	Helga has up-to-date guides on accessibility, equality and addressing harassment and creating a safer space for associations and volunteers.	The student union has guides that make it easier for associations and volunteers to operate. The guides cover, for example, accessibility, equality, addressing harassment and creating a safer space. The guides are promoted to associations and volunteers. Guides are updated as needed.	Executive Director, Specialist (Advocacy)	Guides exist (YES/NO) The guides has been promoted to the associations and volunteers (YES/NO) Guides have been updated when necessary (YES/NO)

COMMUNICATIONS AND LANGUAGE

No.	Objective	Action	Responsibility	Meter
-----	-----------	--------	----------------	-------

14	Helga's communication is accessible.	Let's expand the accessibility checklist to cover not only events, but also communication. An updated accessibility checklist is used in the production of social media and other communication content.	Specialist (Communications)	The accessibility checklist has been updated (YES/NO) When producing social media and other content, the accessibility checklist is taken into account (YES/NO)
15	Helga's website and website content are accessible.	Websites are developed to be more accessible with the help of aids and other functions. In the development, working according to the web content accessibility guidelines (WCAG) is taken into account. An updated accessibility checklist is used in the production of website content.	Specialist (Communications)	Websites have been developed to be more accessible and the accessibility guidelines for online content have been taken into account in their development (YES/NO) The accessibility checklist has been taken into account when producing website content (YES/NO)
16	Helga's employees and the board understand the importance of accessibility and it is taken into account in their work.	Employees of the student union and the board are trained on accessibility at the beginning of the next term. Training is organized more often if necessary.	Executive Director	Employees of the student union and the board have participated in accessibility training (YES/NO)
17	Helga's equality work is made visible to members and students.	The student union communicates about its equality work at least two (2) times a year, for example in the form of blog posts or other publications.	Specialists (advocacy and communications)	Equality work has been communicated at least two (2) times a year, for example in the form of blog posts or other publications (YES/NO)
18	Helga communicates and provides services in Finnish and English.	When recruiting for the student union, knowledge of Finnish and English is taken into account. Competence is seen as a benefit, but it is not a criterion. In order to strengthen language skills, training is organized	Specialist (Communications)	Communication has been produced in two languages, when its possible (YES/NO) Member services are available in two languages (YES/NO)

		for employees and board members if necessary.		
--	--	---	--	--

EVENTS

No.	Objective	Action	Responsibility	Meter
19	Helga's events are accessible and the event accessibility information can be found in the event information.	<p>When the student union plans events, accessibility is examined from different perspectives and an accessibility checklist is used.</p> <p>Up-to-date and comprehensive information on accessibility is taken into account in event communication and information.</p>	Specialist (community)	<p>Accessibility has been examined from different perspectives (YES/NO)</p> <p>An accessibility checklist has been used in event planning (YES/NO)</p> <p>Accessibility information is provided in event information (YES/NO)</p> <p>Accessibility information has been communicated (YES/NO)</p>
20	Harassment and inappropriate treatment are proactively dealt with at events of the student union.	<p>Each event has designated harassment contact persons. When appointing harassment contact persons, diversity and representativeness are taken into account, for example so that representatives of different genders act as harassment contact persons whenever possible.</p> <p>Harassment contact persons are communicated in connection with the event, and their contact information and contact form are clearly displayed.</p> <p>The principles of a safer</p>	Specialist (community)	<p>Harassment contact persons have been designated for the events (YES/NO)</p> <p>Harassment contact persons have been communicated in connection with the event (YES/NO)</p> <p>The contact information and contact form of the harassment contact persons has been clearly displayed (YES/NO)</p> <p>The registration forms for the events have a section where the participants familiarize themselves with and commit to complying</p>

		space are familiarized with and committed to when registering for the event, and they are reviewed at the beginning of the event, or they are clearly displayed to the participants.		with the principles of a safer space. (YES NO) The principles of a safer space have been reviewed at the beginning of the event or they have been clearly presented to the participants (YES/NO)
21	Helga reduces menstrual poverty in its events.	At events organized by the student union, menstrual pads are available for everyone. Menstrual protection has been added to the packing list of event supplies.	Specialist (community)	Menstrual pads have been available (YES/NO)
22	In the events and occasions organized by Helga, where there is catering, the quality of the catering, the special diets and allergies of the participants, the absence of alcohol and other special needs regarding the catering are taken into account.	The student union takes into account that for events and occasions where catering is provided, the participants are asked on the registration form or by other means about special diets and allergies, non-alcoholism and other special needs. In addition to this information, the planning takes into account the quality of the servings. Feedback is collected on the servings.	Specialist (community)	The registration form for events and occasions has asked about the participants' special diets and allergies, alcoholism and other special needs when it comes to serving food. (YES/NO) The information and quality collected on the registration form have been taken into account when serving food. (YES NO) Feedback has been collected from the participants about the servings (YES/NO, FEEDBACK)

23	The events and occasions organized by Helga have gender-neutral toilets.	The student union marks the toilet facilities as gender neutral in event spaces, where it's possible. When mapping event facilities and bidding, gender-neutral toilets are taken into account or marking of them as such.	Specialist (community)	There have been gender-neutral toilets at events (YES/NO) When mapping event facilities, gender-neutral WC facilities have been taken into account or marking of them as such (YES/NO)
----	--	--	------------------------	---