



*Confidential (only for meeting participants)
Final*

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Minutes of the meeting in **ES AMIU** on March 7, 2024

Participants: Mads G. Christensen, Gitte Lynge, Kim Olesen, Reza Tadayoni, Gert F. Pedersen, Linda Villadsen, Anette Bysøe, Rodrigo Ordonez

Unable to attend Frank H. Rasmussen, Shuai Zhang

Other participants: Charlotte S. Pedersen (taking minutes)

Item 1. Establishing topics for the bi-annual workplace assessment

The bi-annual workplace assessment (WPS) should consider the three reports on wellbeing, illness, and accidents carried out across the university. GL and MGC quickly went through the different reports enabling the committee to identify if the department need to include more questions in this year's assessment.

The committee briefly discussed any questions popping up during the recap and made a note on the following: As a total, the wellbeing of the employees at the department seems to be at a fairly good level, however, ROP stressed that we have no means to qualify the data and hence cannot use the output given. The university will have a new operator of reports from 2024, and the ES working environment committee will therefor send a suggestion to our central workplace environment section as to how future data should ideally be collected and presented to be useful for the departments.

Inappropriate behaviour: There have been 10 cases of inappropriate behaviour in one or another way. The report gives no clue as to whom has experienced the inappropriate behaviour, and unfortunately not all incidents have been reported. MGC stressed that it is important to build a culture at the department where these things will be reported and hence dealt with. The topic will be addressed in the WPA informing employees that these cases *must be* communicated to nearest leader, union representative or working environment representative.

Stress: The general score at the university is too high and we are obliged to act. The committee agreed that questions included in the WPA should phrased to inform about stress and how it can be avoided (link to webpages), rather than asking the same questions again.

Illness report: As previous years, ES' number of days of illness is lower than at the departments we can compare to and will therefor not be included in the WPA.

Accident: One employee from ES had an accident during working hours, but outside the university. This has been reported and treated in the required way. This will not be addressed in the WPA.

Following the committee went through the prepared WPA to see if there would be suggestions for changes – including the ones mentioned above:

The questions related to working from home will be removed.
Most pages will be drop down depending on the answer to shorten the assessment when possible.

ROP will prepare a new version of the form to be sent to the committee for comments before distribution to all employees.

The WPA will be sent to employees in the beginning of April to be answered by end-April, data will be distributed to the committee to be considered before the next meeting in mid-June. Deadline for actions is June 30.

Follow-up:

ROP will prepare a suggestion for the main administration to how future data should be collected and presented to be useful for the departments. The suggestions will be sent from the ES working environment committee as a whole.

WPA should include questions regarding:

Inappropriate behaviour: Do you know where to report these incidents?

Stress: General information on stress, what is causing it, and how to avoid it.

ROP will prepare a new version of the WPA to be sent to the committee for comments before distribution to all employees.

The minutes have been approved.