



GEUS

Personnel Policy

Preface

GEUS' core is human resources producing knowledge, and therefore it is crucial that GEUS has a personnel policy that encourages employees and managers to develop and thrive. We believe that a value-based personnel policy creates the best framework for GEUS as a workplace where everyone has freedom of choice and takes responsibility.

Therefore, the personnel policy is based on GEUS' shared values:

- Freedom with responsibility
- Collaboration
- Excellent research and professionalism
- Outlook and development

When we worked on the organisational values, we had a bottom-up approach, and that, too, was the case when we prepared the personnel policy. To create an open dialogue, the value groups that developed the organisational values met up again. The process culminated in their joint proposal for GEUS' new personnel policy. The result is anchored in The Cooperation Committee (Samarbejdsudvalget) and approved by GEUS' board.

We hope that by using this dialogue-based, involving approach, we create a common understanding of GEUS as a workplace and support an organisational culture where common values guide the individual's considerations, actions and decisions.

We would like to thank the value groups for your great commitment and your contributions.

Freedom with responsibility

We want GEUS to be a workplace characterised by mutual trust. We believe that the individual employee can manage the responsibility that comes with freedom and influence. Therefore, we focus on:

Flexibility

GEUS is a flexible workplace where it is possible to make use of flexible hours, part time, working remotely and senior schemes etc. The goal is for employee's personal and family life to co-exist harmoniously with the job.

Trust

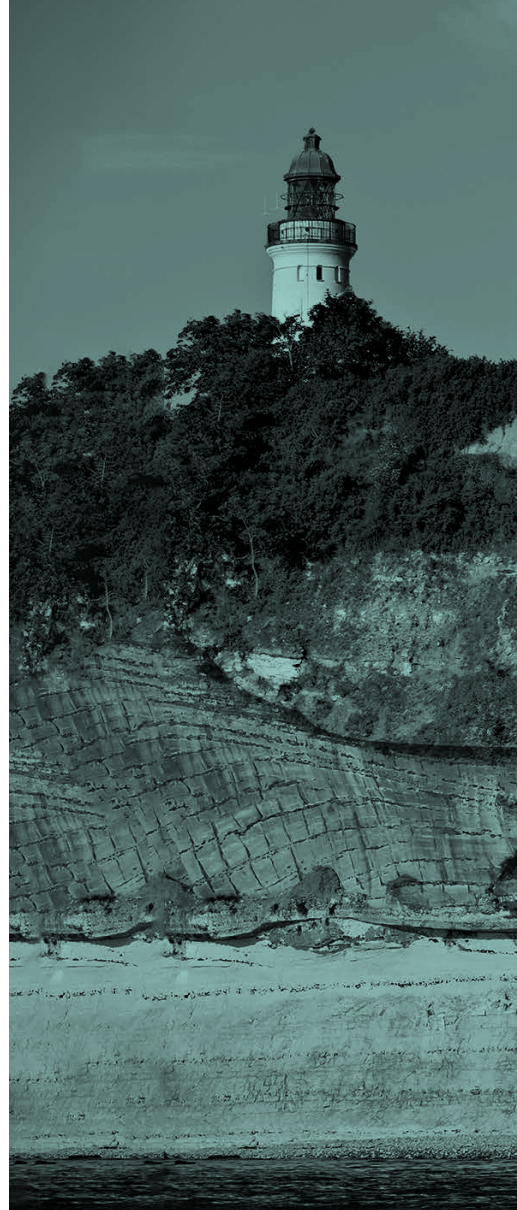
We trust each other's good intentions and professionalism, and we talk openly with each other. The management shows trust by giving the employees the freedom to influence and organise their work themselves.

Responsibility

We take responsibility for the solving of our own tasks as well as for our competence development and well-being. We take responsibility through our commitment, holistic orientation and initiative. We are aware of each other's work tasks, competence development and well-being – not least when we welcome new colleagues.

Freedom in our job and freedom of research

We have the freedom to influence content, methods and decision-making in relation to research, projects and tasks. Our work culture allows for creativity, but also provides us with the opportunity to plan work and project processes ourselves.



Implemented via e.g.:

- Agreement on flexible hours
See Arbejdstid on intraGEUS
- Awareness of the senior perspective
See Afslutning af ansættelse on intraGEUS
- Value-based management charter
See Ledelsesgrundlag on intraGEUS
- Onboarding
See Modtagelse af nye medarbejdere on intraGEUS
- Work environment policy
See Arbejdsmiljø og trivsel on intraGEUS
- Competence development, incl. Mentoring Scheme
See Kompetenceudvikling on intraGEUS
- Possibility to work remotely
See Hjemmearbejde og udstationering on intraGEUS

Collaboration

We want GEUS to be a workplace where we value collaboration and share our knowledge with each other. Therefore, we focus on:

Sharing knowledge

We are proactive, we reach out and involve each other in decisions, projects and task-solving etc., and we have open processes with debate, dialogue and feedback. At GEUS, we share our knowledge by e.g. participation and presentations in internal professional forums and meetings.

Knowing our competences

GEUS contains many, versatile skills. We prioritise putting these into play, for example by making employees' skills visible on the intranet and in Pure. Knowledge of competences makes it possible to include relevant competences and skills when planning and executing projects in the organisation.

Project organisation

GEUS is a project organisation where we collaborate on cross-departmental projects. GEUS' project handbook ensures that we have a common basis for collaboration in projects, and we have an open and inclusive approach in all phases of the project.

Prioritising social life

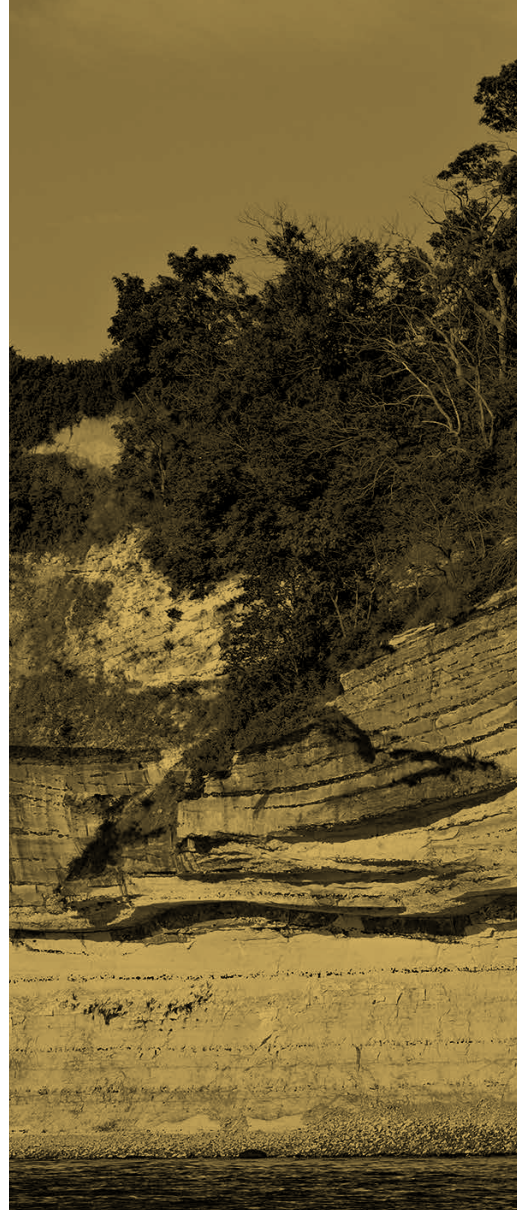
GEUS supports social events, and we prioritise our social life, both in and across departments, for example via planned events for everyone or for individual departments. The social activities create a great network and a sense of community across departments in GEUS and they thereby strengthen collaboration and relations.

Good conduct

We welcome new colleagues warmly and professionally, and we have a fixed procedure that ensures a good start, so that new employees quickly become part of the team. Good collaboration is based on a welcoming and respectful tone of voice, and we make an effort to be open and attentive in our day-to-day communication. Good collaboration must also end well. When the time is right, we bid colleagues who are leaving a proper goodbye – and we ensure a good transfer of knowledge.

Implemented via e.g.:

- GEUS' project model
See the Project handbook on intraGEUS
- Work environment policy
See Arbejdsmiljø og trivsel on intraGEUS
- Onboarding
See Modtagelse af nye medarbejdere on intraGEUS
- Offboarding, incl. planning of generational change
See Afslutning af ansættelse on intraGEUS



Excellent research and professionalism

We want GEUS to be a workplace with competent employees, an attractive research environment and a high level of professionalism. Therefore, we focus on:

Personal and joint development

GEUS wants to ensure personal and joint development, for instance the development of individual and community competences, qualities and strengths. We have a culture where new knowledge is continuously incorporated, and where there is a framework for individual career and competence development.

Professional environment

The quality of our work is high, and we have a culture that encourages professional engagement and scientific publication. It is crucial for GEUS as a research institution to protect its professional environment and professional independence. No one should be able to call the researchers' integrity and methodological freedom into question.

Relevant framework

At GEUS, we have the necessary tools to

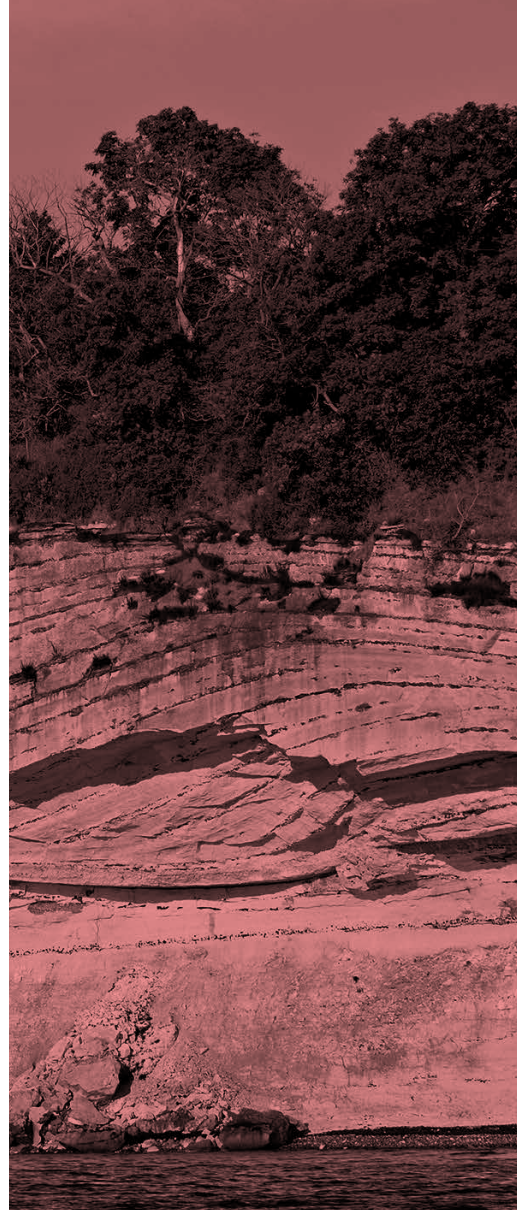
carry out tasks, including up-to-date laboratories, facilities and access to knowledge and data. At the same time, priority is given to finding the right balance between resources and the quality of the solving of tasks, including time for research.

Respect for each other

At GEUS, we respect and value each other's work, skills and competences, and we are aware of how we complement each other with our different professional strengths and limitations.

Sharing knowledge and data efficiently

GEUS depends on the employees' knowledge. It is therefore crucial that we effectively map, preserve and pass on knowledge and data. We make sure that relevant knowledge and data are brought into play when solving the task.



Implemented via e.g.:

- Competence development, including MUS concept and Mentoring Scheme
See Kompetenceudvikling on intraGEUS
- GEUS' job structure
See Den Videnskabelige Stillingsstruktur on intraGEUS
- GEUS' project model
See Projektarbejde on intraGEUS
- The Scientific Committee
See Info – Forskningsudvalget on intraGEUS
- Emeriti scheme
See Afslutning af ansættelse on intraGEUS

Outlook and development

We want GEUS to be an international and innovative workplace that is orientated towards the outside world and drives development. Therefore, we focus on:

Curiosity

GEUS has an open and curious culture, and we actively seek inspiration from the outside, e.g. through the possibility of a short-term or long-term change of environment. There is time and space for professional curiosity and innovation.

International competences

GEUS is an international workplace where we ensure that we always have the best possible skills and knowledge to solve our tasks. An important source of development is the outlook, knowledge and network that international employees provide.

Innovation

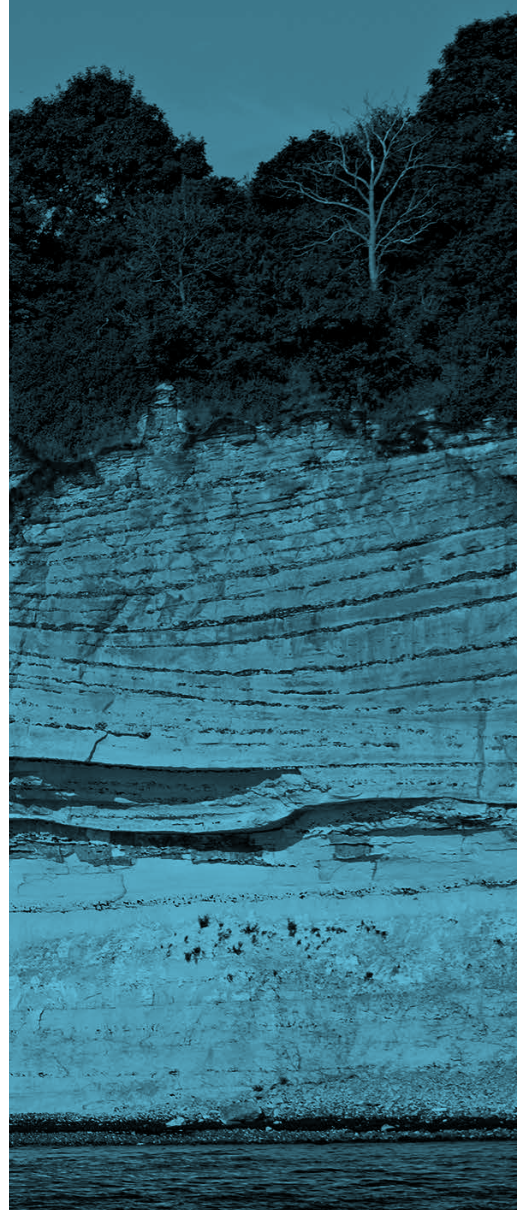
We are proactive, innovative and have an eye for cultivating new research areas and research fields to develop new solutions to relevant challenges in society. We are aware that diversity is a prerequisite for creating an innovative environment.

Knowledge that supports society's development

GEUS orientates itself towards the outside world and researchers actively contribute knowledge to society's development, for example by participating in national and international collaborations and conferences, and by undertaking tasks as peer reviewers and external censors at educational institutions.

Science dissemination in Denmark and internationally

We prioritise making our knowledge available both nationally and internationally through the dissemination of science to e.g. educational institutions, partners and politicians.



Implemented via e.g.:

- Strategic areas
(GEUS' strategy), incl. campaigns
See Mål og strategier on intraGEUS
- Recruitment broadly and internationally
See Rekruttering on intraGEUS
- Participation in professional fora and cooperation, incl. Geocenter Danmark
See front page of Geocenter Danmark
- Disseminating and exhibiting data
See e.g. National well database Jupiter on geus.dk
- Equality policy and action plan
See Info – Ligestillingsudvalget on intraGEUS

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