

# Draft information email to new employees

The text below is a suggestion for an information email with information that the recruiting manager/head of department/equivalent is to send to new employees **on the first** **day of employment,** as an introduction to Lund University.

## Welcome to Lund University

I am looking forward to working with you and hope you will thrive at Lund University. Please watch the short presentation video about Lund University [here](https://www.youtube.com/watch?v=QOkfCHkAdL8) and read our [brochure](https://www.staff.lu.se/sites/staff.lu.se/files/2022-05/Presentationbrochure-2022-ENG.pdf).

Lund University is part of a worldwide academic community and stands behind the basic core values on which European universities agreed in the Magna Charta Universitatum. It establishes the importance of autonomy and academic freedom. Universities are to be free of pressures from wider society and are to defend the freedom, integrity and quality of education and research.

The [core values](https://www.staff.lu.se/sites/staff.lu.se/files/strategic-plan-2017-2026.pdf) are also based on the laws which Swedish public authorities are obliged to follow. The organisation is to safeguard democracy, legitimacy, impartiality, freedom of opinion, respect for the equal value of all human beings, efficiency and service as well as democratic principles and human rights and freedoms. [Gender equality and diversity](https://www.staff.lu.se/sites/staff.lu.se/files/2021-12/Equal%20Opportunities%20Plan%20for%20Lund%20University%2C%202022%E2%80%932027.pdf) are fundamental principles in every part of our organisation.

Further values characterise Lund University and have done so for a long time: a critical and reflective perspective, objectivity, nonpartisanship, curiosity, engagement, compassion and humour.

[Lund University's vision](https://www.staff.lu.se/organisation-and-governance/vision-objectives-and-strategies) is to be a world-class university that works to understand, explain and improve our world and the human condition.

An important task for Lund University is to create a good and safe work environment. Preventative work environment management leads to a work environment that benefits both you and your colleagues.

The objective of Lund University's work environment management is to create an environment that you find rewarding and stimulating. Consideration of the work environment and safety is to be integrated into everything we do and form a natural part of all operational planning.

By offering a stimulating workplace, we help employees to thrive and perform well. Please also read our [Work Environment Policy](https://www.staff.lu.se/sites/staff.lu.se/files/2020-11/work-environment-policy-for-lund-university-accessible.pdf).

Health promotion benefits are offered to all employees, including those on short-term, part-time and substitute contracts and those who are on parental or sick leave. Read more about the terms and conditions for health promotion benefits at Lund University [here](https://www.staff.lu.se/employment/salary-and-benefits/benefits/health-promotion).

Here you will find information for [new employees at Lund University](https://www.staff.lu.se/employment/new-employees).