



ASSOCIATION OF FOREIGN AFFAIRS

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Discrimination and Equal Treatment Policy

The Association of Foreign Affairs in Lund (UPF Lund) is committed to providing a safe and inclusive environment for all its members, on all levels. UPF has a firm belief in the sacred value and right each human holds, and will work actively to uphold this. UPF is willing to work proactively against discrimination to prevent it from taking place in the organisation as a whole. This, as well as to provide guidelines for how to address an incident after it has occurred. This policy defines procedures for UPF to take in situations relating to discrimination and the strive towards equal treatment.

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Purpose

The Association of Foreign Affairs in Lund (UPF) does not tolerate acts of discrimination of any kind and strive toward an open and inclusive environment in the association. UPF recognizes the need and its responsibility to work proactively to hinder incidents from occurring at UPF activities and events as well as provide guidelines for how to address an incident after it has occurred, in order to create a safe and inclusive environment for all of its members. The purpose of this policy is to provide guidelines for UPF to use in situations relating to discrimination and reassurance of equal treatment, thereby helping the board navigate and act preemptively during and after any incidents.

1. Visions

The association strives to create a safe environment for everyone, and make sure that everyone feels welcome. To achieve this the association shall work actively

1.1 Diversity and representation

1.1.1 Diversity should be actively strived for and considered an asset for the association.

1.1.2 Representatives of the association shall strive to create a safe environment for everyone, and make sure everyone feels welcome.

1.1.3 Representatives of the association shall encourage diversity within the association, among members and trustees.

1.1.4 Broad representation shall be considered important and kept in mind throughout the operations. This is to be done in a way that enriches the association's operations.

1.1.4.1 We strive to always have the importance of diversity and representation in mind for all parts of our operations.

1.1.4.2 Each committee shall keep in mind to present topics that represent a broad perspective of the world.

1.1.4.3 Each committee shall keep broad representation in mind within their operations.

Equal treatment guidelines

The equal treatment guidelines provide the association with concrete steps on how to fulfill the visions.

2. Definitions

2.1 Discrimination:

2.1.1 Discrimination will here be defined as any action by an individual or a group that is to put another individual or group in to a disadvantage based on the grounds of discrimination listed below.

2.1.2 If an individual, or a group, attempts to justify an act of discrimination on the basis of their own belonging to a ground of discrimination, the act will not be protected by this policy.

2.2 Direct discrimination:

2.2.1 Direct discrimination entails that the individual is discriminated through active choices or actions made by another individual, by a group or by society.

2.3 Indirect discrimination:

2.3.1 Indirect discrimination entails that an individual is discriminated by a criteria, a regulation, an action, etcetera that at first glance seems to be neutral but later turns out to be discriminating or to favour discriminatorial behaviour.

2.4 Grounds of discrimination:

2.4.1 Gender, gender transgressing identities or expressions:

2.4.1.1 The individual's gender identification, whether it is man, woman, neither or somewhere in between.

2.4.1.2 The individual's visual attributes of belonging to one of the genders or several of them.

2.4.2 Sexual orientation:

2.4.2.1 People who identify with one or more of the LGBTQ+ groups.

2.4.3 Socioeconomic background:

2.4.3.1 The individual's economical and/or personal background from their childhood or earlier life experiences.

2.4.4 Ethnicity:

2.4.4.1 The individual's national or ethnical background, skin colour or similar circumstances.

2.4.5 Disability:

2.4.5.1 The individual has lasting physical, psychological and/or mental limitations of the individual's functional ability as a consequence of an injury or illness from birth, that has occurred thereafter, or that might be expected to occur.

2.4.6 Religious/spiritual conviction:

2.4.6.1 Belonging to a specific religious/spiritual group or the individual's personal beliefs.

2.4.7 Age:

2.4.7.1 The length of the individual's lifespan.

2.4.8 Political conviction:

2.4.8.1 The individual's political opinions and standpoints.

2.5 Culture of Silence:

2.5.1 Culture of silence is defined as a behavior of a group of people who do not mention, discuss or admit a certain problem or topic, through a spoken or unspoken consensus.

3. Pre-emptive steps

3.1 At the beginning of each board year, two discrimination contact persons should be chosen. One person should be a board member and the other person should be an active member. Their contact information should be available on the association's website, and their roles and responsibilities should be communicated to the association's members.

3.1.1 The contact persons should be given an email address each, once they are elected. Through this email, members can report incidents, complaints and/or concerns related to the content of this policy. It is the responsibility of the contact persons to delete the content of their email inboxes at the end of the board year.

3.1.2 The contact persons should be available at the office once a month on a specific time.

3.1.3 The contact persons are responsible for providing information about this policy and for providing their contact information to members of the association.

3.1.4 The association should always aim to have at least one of the contact persons present and available at all major and social events where alcohol is available. This person should be contactable and not drunk.

3.2 The president and the vice president are responsible for informing the board of the content and practicalities of this policy at the beginning of every board year.

3.3 The board members who are also committee heads, must inform their active members about this policy at the beginning of every semester.

3.4 Information about this policy and contact persons should be stated, in written form, in connection to every UPF social event.

3.5 Counteracting a culture of silence.

3.5.1 The association shall actively work to counteract all tendencies of culture of silence-behavior. particular responsibility of actively preventing a culture of silence.

3.5.2.1 Representatives shall strive to speak up in a discriminatory situation, even if they are not the subject of discrimination.

3.5.2.2 Representatives shall actively encourage all members to do the same.

4. Steps to follow if you experienced or witnessed discrimination within the association or by representatives of the association

4.1 Reach out to the discrimination contact person(s).

4.2 If not comfortable with contacting the discrimination contact person(s):

4.2.1 Contact the President at president@upflund.se

4.2.2 Contact the Crisis Group at crisis@upflund.se

4.2.2 Contact AF a Board Member

4.3 If the individual does not feel heard, that their claim is not taken seriously, or that the measures taken within the association are not enough, contact AF at verksamhetschef@af.lu.se

5. Following allegations of discrimination, at least the following steps must be taken

5.1 The contact person(s) should contact the crisis group, and together decide if involvement of the crisis group deem necessary.

5.2 The contact person(s) should offer a meeting with the person bringing the allegation.

5.2.1 At this meeting, the contact person(s), and the crisis group (and the president, if deemed necessary), will meet the person who has come forward, potentially together with a support person of their choice. The composition of people attending can be adjusted to what the person bringing the allegation feels comfortable with.

5.1.2 If the individual bringing the allegation does not want to meet, the contact person(s) together with the crisis group is to proceed in accordance with this policy based on the information provided by the person who brings the allegation.

5.3 Preferably meet with, or at the very least communicate with the person(s) who has been accused of discrimination.

5.3.1 At the meeting the crisis group and preferably the crisis group (and the president, if deemed necessary), will meet the accused individual(s), potentially with a support person of the individual's choice. The composition of people attending can be adjusted to what the person(s) accused feels comfortable with.

5.3.2 If the individual accused of the discrimination does not want to communicate and/or meet, the crisis group is to proceed in accordance with this policy based on the information provided by the person who brings the allegation.

5.4 Following these meetings and/or communication, the crisis group (along with the president, if deemed necessary), should try to establish what has happened, and based on this decide which of the sanctions outlined below should be taken.

5.5 The association, and especially the crisis group and/or president, must take action after every reported case of discrimination, and/or reported concern that a case of discrimination has occurred during, or in connection to, the association's operations or activities, or by representative(s) of the association.

6. Potential sanctions following a discrimination incident

6.1 The crisis group, together with the president, have the authority to take the following measures on behalf of the board until the next board meeting. All decisions taken can be overruled by the board at the next meeting.

6.1.1 Removal from a position of responsibility within a committee.

6.1.2 Removal from participation in a committee, a particular subgroup of a committee, or removal from all committee work.

6.1.3 Prohibition from participating in UPF social events, even if the person is not a member of UPF.

6.1.4 Prohibition from participating in UPF lectures and public events, even if the person is not a member of UPF.

6.1.5 The crisis group, together with the president can decide for how long the above mentioned sanctions should be upheld.

6.1.6 If the allegation of discrimination is deemed mild and does not require removal or prohibition of participation, the crisis group can decide upon the following sanctions:

6.1.6.1 Making sure the person accused understands what in their behavior was considered discriminatory and apologizes.

6.1.6.2 Following this sanction, the crisis group does not have to initiate a discussion of further sanctions at the next board meeting, but a report of the situation still has to take place.

6.2 The crisis group should, if considered necessary, initiate a discussion at the next board meeting about potential sanctions. If the matter concerns a board member, a discussion on whether or not an extra annual meeting should be called to decide which sanctions should befall the board member in question.

6.2.1 According to 2.13 § of the association's Statutes, a member can only be excluded through a board decision or a decision at a higher instance.

6.2.2 The board, the president, a third of the association's members or the auditor may call for an extra annual meeting to exclude a board member.

6.2.3 Exclusion from the association should be considered a last route solution and only be considered in the case of a severe incident or repeated offences. If exclusion is not considered appropriate, the board can decide on the following sanctions:

6.2.3.1 Give a warning to the accused person(s) and point out that if this would be repeated or similar incidents would occur again more severe sanctions will be taken, with the possibility of exclusion.

6.2.3.2 Being prohibited to be active in one or several committees and events.

6.2.3.3 A temporary suspension of the amount of time the board sees fit.

7. Rules of conduct regarding allegations of discrimination

7.1 The identity of the individual(s) involved in the alleged discrimination, along with any specific details concerning the situation, should not be shared with individuals outside of the relevant parties, unless this is unavoidable or unless the individual(s) involved in the alleged discrimination has explicitly given their consent.

7.1.1 If the board decides to have a discussion and/or a vote concerning potential sanctions towards a member from the association, the details of the discrimination may be shared with the board, but only to the extent necessary to have an adequate discussion.

7.1.2 When publishing the board meeting protocol, the names of the persons involved is to be redacted from the document.

7.2 If one or more of the contact persons or the crisis group members are directly affected, or have especially close ties to the directly affected person(s), they should reserve themselves from partaking in the investigation. If a member of the crisis group or a contact person does not reserve themselves, contrary to the opinion of the crisis group, the remainder of the crisis group may remove the individual(s) from the process. If this concerns a crisis group member, a substitute individual should be chosen by the remainder of the crisis group on an ad hoc basis.

7.3 The crisis group must outline their actions, and the reasons for those actions, at the next board meeting.

7.3.1 If the crisis group decides not to take action, this must also be reported to the board.

7.3.2 Note that the identity of the persons involved should not be shared with the board, as outlined above, unless that person has explicitly given the individual consent to do so, or if it is deemed unavoidable.

7.4 The contact person(s) or the crisis group should direct the concerned individuals to, and recommend, the use of Studenthälsan or other equivalents following an incident.

7.5 The contact person(s) or the crisis group should, when considered appropriate, direct the concerned individuals to, and recommend them to reach out to the police in the case of severe discrimination.

7.6 Assumption of innocence.

7.6.1 When an allegation of discrimination is brought forward, the parties carrying out the investigation are to assume the alleged individual(s) innocence until a thorough investigation has taken place.

7.6.2 The situation needs to be investigated to the best of the association's ability before exclusion of a member.

7.6.3 All involved parties should be presented with the opportunity to be heard and tell their side of the story in the investigation.