

Board Meeting 3

17:00-21:00

2020-10-15

Kerstins rum, AF-Borgen

The Board of 20/21

Association of Foreign Affairs, Lund



ASSOCIATION OF FOREIGN AFFAIRS

LUND EST. 1935

Present: Agnieszka Gryz, Anna Mizser, Carl Cotton, Clara Karlsson Schedvin, Daniel Bergdal, Demi Bylon, Emma Liljeström, Gabriella Gut, Hedda Carlsson, Henrietta Kulleborn, Karin Mizser, Kerime van Opijnen, Lovisa Lundin Ziegler, Maguette Fall, Maximillian Onkenhout, Miljaemilia Wala, Roja Moser, Soha Kadhim, Thea Sandin.

Absent: Frida Lindberg, Mara Glas and Victoria Becker.

1. Opening of the meeting

President Soha Kadhim declares the meeting opened at 17:17.

2. Election of Chair of the meeting

Soha Kadhim is elected Chair of the meeting at 17:17.

3. Election of Secretary of the meeting

Carl Cotton is elected Secretary of the meeting at 17:18.

4. Election of Attesters and Vote Counters of the meeting

Gabriella Gut and Daniel Bergdal are elected Vote Counters and Attesters of the meeting at 17:18.

5. Approval of the electoral roll

The Chairperson Soha Kadhim proposes to set the electoral roll to 19.

Passed by acclamation at 17:19.

6. Approval of the Agenda

(Attachment 1)

The Chairperson proposes to add Point 8. Working Hours.

Proposal to approve the amended agenda.

Passed by acclamation at 17:20.

7. Forum Weekend

- *The UFS Representative Mara Glas is unavailable to join the meeting. Therefore the Chairperson Soha Kadhim reads a rapport sent in by Mara Glas.*
- *The board is asked whether or not the Forum Weekend should take place in person, due to the COVID-19 situation. A follow up question is posed in regards to whether or not the event should be held online instead.*
- *The general consensus is that we should follow the recommendations by the government, and to rather be on the cautionary side. The board also feels that it would be better to avoid domestic travel, and to forego as a good example. In general the board thinks it would be appropriate to hold the event digitally instead of in person.*
- *Only two people are allowed to join Soha Kadhim and Mara Glas at the Forum Weekend in Stockholm and several board members have signed up. Since it is up to the presidium of UFS to come to a decision on whether or not the event will take place, we still need to decide upon two people to go. Gabriella Gut and Agnieszka Gryz are drawn from a cup, and they will therefore accompany Soha Kadhim and Mara Glas to the Forum Weekend, if it will take place in person.*

8. Working Hours

- *The board is asked whether or not to change the current working hours to tackle stress. A suggestion would be to have a day each week that would be an official day off. The board discusses having Saturdays off.*

The Chairperson Soha Kadhim proposes to amend the stress prevention policy by changing so that Saturdays is a UPF free day.

Passed by acclamation at 17:56.

9. Presidium reporting

9.1. Presidents

- *FBA Grant has been sent in. Operational Plan is finished and has been presented at the Annual Meeting. Individual talks are complete. Will be going on a seminar with Folk och Försvar. An exchange with UF Malmö is coming up. An in person Get Active is being planned.*

9.2. Secretary

- *Still struggling with membership numbers. Discussion arises on how to increase membership numbers. All the committee heads are asked to say something in regards to their committees and whether or not they feel that the number of active members are adequate.*

9.3. Treasurer

- *Quarterly report is due soon. Otherwise Lovisa Lundin Ziegler has nothing to report.*

9.4. UFS-representative

- *Mara Glas is unavailable to join the meeting. The Chairperson Soha Kadhim reads a rapport written by Mara Glas.*
- *UFS has updated their reimbursement policy and Mara Glas asks the board how the board feels in regards to the new*

reimbursement policy. The new policy prioritizes UFS representatives that live farther away when UFS is reimbursing them for traveling in a UFS matter.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 18:21)

(The Chairperson Soha Kadhim declares the meeting re-opened at 18:33)

10. Committee reporting

10.1. Activity

- *Zoom-sittning is next week. Encourages board members to sign up for the event.*

10.2. Career

- *Seminar on Stress Prevention is next week. Encourages board members to sign up for the event. Prep Course sign up is coming out soon. Mentorship Program as well. Collaboration with UF Uppsalas Career committee on a “Career Day” which will take place on an online custom made platform.*

10.3. Lecture

- *Lectures are well underway. The semester is almost filled, and it will be both digital lectures and hybrid lectures (in person and streamed live).*

10.4. Magazine

- *The work is going smoothly. Struggling to get committee members to show up for the meetings.*

10.5. Pod&Radio

- *Content is being made and the general feeling is good.*

10.6. PR

- *The work is going smoothly and the committee members are taking increasing amounts of responsibility. The shooting for the promotional video is almost done. The heads are currently creating a trustee position for the IT work.*

10.7. Travel

- *The planning for the Kiruna trip is well underway and the committee members are eager and enthusiastic.*

10.8. Webzine

- *The general work is going well. Struggling somewhat with the website (Perspective website) and Facebook.*

11. Office Hours

- *Suggestion to rebrand the Office Hours on Thursdays to make sure that people show up. The separation of the cleaning and shopping (Mondays) and the Office Hours (Thursdays) is deemed a success. We should rename the Office Hours to something in the lines of “Mingle with the Board” to sound more appealing.*

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 19:21)

(The Chairperson Soha Kadhim declares the meeting re-opened at 19:31)

12. Collaboration with LUPEF

- *Any and all collaborations with LUPEF has been stopped for the time being due to a situation occurring within LUPEF. It is now up to the board to decide if it is interested in overruling the decision taken by the presidents. Discussion arises in regards to the situation, as well as how to move forward from the current position.*

- *The board concludes that a certain amount of transparency and democracy is required within all organizations that UPF is to collaborate with. Until LUPEF upholds these values to a certain degree, UPF will not collaborate with LUPEF.*

13. Motion(s)

13.1 Updating the Economic Policy (Attachment 2)

We propose that the board decides:

To amend the Economic policy by adding:

6. At the beginning of each operational year, at least one of the individual signatories should get a business card. The card(s) shall be used to help the board members in terms of paying on behalf of the association.

6.1 When there is one or more business card(s) in the association, the board should elect a financial attester outside of the presidium but within the board that will, once a month attest the receipts from the business cards in conjunction with the monthly bookkeeping.

6.2. The President and the Treasurer cannot attest their own receipt, but temporarily act as financial attester in case (1) the board has not yet elected a financial attester, (2) if attesting the receipts is urgent and the elected financial attester isn't available to attest within 2 working days.

Soha Kadhim, President 20/21

Lovisa Lundin Ziegler, Treasurer 20/21

Passed by acclamation at 20:29

13.1.1 Election of Financial Attester

Henrietta Kulleborn and Maximilian Onkenhout both nominate themselves to the election of financial attesters. The board decides to elect them through a lottery, due to neither of the candidates being willing to go through a votation process.

Maximilian Onkenhout is elected as Financial Attester at 20:31.

13.2 Updating the Environmental Policy

(Attachment 3)

We propose that the board amends the wording in the environmental policy under the heading:

"The office: In practice the current board chooses to achieve this by"

from

"We buy organic and sustainable FIKA e.g. coffee, tea, cookies and fruit."

to

"We aim for sustainability, e.g. environmental and social, when buying FIKA e.g. coffee, tea, cookies and fruit."

"Committee specific environmental statements: The Career Committee: In practice the current board chooses to achieve this by"

from

"Ensure that as many speakers and guests as possible are traveling to the committee by train."

to

"Ensure that as many speakers and guests as possible are travelling to the committee by train or are participating in a virtual meeting instead of making the journey."

and from

“Request organic cookies and coffee as well as reusable mugs or paper mugs for the committee’s meetings.”

to

“Request FIKA that is sustainable to be bought, as well as reusable mugs to be accessible, for the committee meetings.”

“Committee specific environmental statements: The Lecture Committee: Visions”

from

“Lecture considers the general guidelines when it comes to commitments. To minimize waste from lectures and getting the lecturer to Lund in a sustainable way are two main focus areas. Furthermore less meat should be eaten during dinners with the lecturers.”

to

“Lecture considers the general guidelines when it comes to commitments. To minimize waste from lectures, getting the lecturer to Lund in a sustainable way and holding online lectures are three main focus areas. Furthermore less meat should be eaten during dinners with the lecturers.”

“Committee specific environmental statements: The Lecture Committee: In practice the current board chooses to achieve this by”

from

“Try to use less paper cups for coffee for the pre-mingle and do not use plastic mugs at all”

to

“Try to use the black reusable Lecture cups and if disposable cups are necessary paper cups is prefered.”

Anna Mizser, Head of Career & Karin Mizser, Head of Lecture

Hedda Carlsson proposes to amend the proposal by changing the phrasing as follows:

from

“Ensure that as many speakers and guests as possible are travelling to the committee by train or are participating in a virtual meeting instead of making the journey.”

to

“Career considers the general guidelines when it comes to commitments. To minimize waste from events, getting the guests to Lund in a sustainable way and holding online seminars are three main focus areas.”

Anna Mizser and Karin Mizser agrees to merge their proposal with the amendment presented by Hedda Carlsson.

Passed by acclamation at 20:46.

Kerime van Opijken leaves the meeting early at 20:46.

Carl Cotton proposes to prolong the meeting until 22:00.

Miljaemilia Wala counter proposes that we end the meeting after we have discussed the “Discrimination and Equal Treatment Policy” motion.

Hedda Carlsson counter proposes to prolong the meeting until 21:50.

Carl Cotton withdraws his proposal.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 19:51)

(The Chairperson Soha Kadhim declares the meeting re-opened at 19:57)

This means that the counter proposal by Miljaemilia Wala is now a proposal.

The proposal by Miljaemilia Wala is up for votation first.

The proposal is rejected at 21:00.

This instead means that the counter proposal by Hedda Carlsson is up for votation.

Passed by acclamation at 21:01.

The meeting will therefore be prolonged until 21:50.

13.3 To adopt Discrimination and Equal Treatment Policy (Attachment 4, 4.1)

We propose that the board decides:

That UPF adopts the “Discrimination and Equal Treatment Policy” and that it comes into force effective immediately.

Anna Miszer, Carl Cotton, Hedda Carlsson, Karin Mizser and Max Onkenhout

Head of Career, Secretary, Vice President, Head of Lecture and Head of Radio

Soha Kadhim counter proposes with amendments to the “Discrimination and Equal Treatment Policy”.

The changes are as follows:

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

4.2.3 Contact a Board Members

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.

5.1 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 allegations.

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.

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

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

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

5.3.2 If the individual accused of the discrimination does not want to 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, 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 actions 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 and/or activities, or by the representative(s) of the association.

6.1 The crisis group, together with the presidents, have the authority to take the following measures on behalf of the board until the next board meeting.

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

*6.2.1 according to § 2.13 of the Association's Statutes**

Henrietta Kulleborn counter proposes Soha Kadhim's proposition by changing the phrasing as follows:

from

“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 his/her choice. The composition of people attending can be adjusted to what the person bringing the allegation feels comfortable with.”

to

“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.”

Soha Kadhim merges her counter proposal with the counter proposal presented by Henrietta Kulleborn.

The initial proposal is to be voted on first.

The proposal is rejected at 21:56.

The counter proposal by Soha Kadhim is up for votation instead.

The proposal is passed at 21:56.

13.4 To amend Sexual Harassment Policy (Attachment 5,
5.1)

Soha Kadhim proposes to table this point.

Passed at 21:56.

14. Other Points

There are no other points on the agenda.

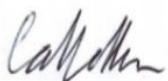
15. Confirmation of next board meeting

President Soha Kadhim proposes the next board meeting to be held on the 5th of November (5/11) at 17.00.

Passed by acclamation at 21:57.

16. Meeting adjourned

Chairperson Soha Kadhim declares the meeting adjourned at 21:57.



Carl Cotton, Secretary



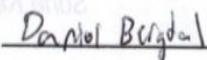
Soha Kadhim, Chair

(f. 3,8 Herrarbetare)

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Gabriella Gut, Attester



Daniel Bergdal, Attester

Attachment 1

Board Meeting 3

2020-10-15, 17:00-21:00

Kerstins rum, AF-borgen Lund

The Board 20/21

Association of Foreign Affairs,
Lund

1. Opening of the meeting
2. Election of Chair of the meeting
3. Election of Secretary of the meeting
4. Election of Attesters and Vote Counters of the meeting
5. Approval of the electoral roll
6. Approval of the Agenda
7. Forum Weekend
8. Presidium reporting
 - 8.1.Presidents
 - 8.2.Secretary
 - 8.3.Treasurer
 - 8.4.UFSrep
9. Committee reporting
 - 9.1.Activity
 - 9.2.Career
 - 9.3.Lecture
 - 9.4.Magazine
 - 9.5.Pod&Radio
 - 9.6.PR
 - 9.7.Travel
 - 9.8.Webzine
- 10.Office hours
11. Collaboration with LUPEF

12.Motion(s)

12.1.Updating the Economic Policy

12.1.1. Election of Financial attester

12.2.Updating the Environmental Policy

12.3. To adopt Discrimination and Equal Treatment Policy

12.4. To amend Sexual Harassment Policy

13.Other points

14.Confirmation of next board meeting

15.Meeting adjourned

Attachment 2

Motion About Updating the Economic Policy

Background

As an organization run by students, we can't expect our board members to have the financial resources to pay for the items needed for the association to function, or make them feel obligated to put out money for the association. This operational year is the first time in 4-5 years that either one or both of the individual signatories have gotten a business card. With this motion, we want to update the Economic Policy to make it clear that getting business cards is an option that should preferably be done each operational year. Since transparency is something that we also work a lot with, we feel that it is good to have a financial attester elected within the board to overlook the receipts connected to the business cards.

Purpose

The purpose is to hopefully increase the transparency but also have a third party check so no corruption or misuse of the business cards occur. Furthermore, create a system so that getting business cards do happen every year.

Proposal

We propose that the board decides:

To amend the Economic policy by adding:

6. At the beginning of each operational year, at least one of the individual signatories should get a business card. The card(s) shall be used to help the board members in terms of paying on behalf of the association.

6.1 When there is one or more business card(s) in the association, the board should elect a financial attester outside of the presidium but within the board that will, once a month attest the receipts from the business cards in conjunction with the monthly bookkeeping.

6.2. The President and the Treasurer cannot attest their own receipt, but temporarily act as financial attester in case (1) the board has not yet elected a financial attester, (2) if attesting the receipts is urgent and the elected financial attester isn't available to attest within 2 working days.

Soha Kadhim, President 20/21

Lovisa Lundin Ziegler, Treasurer 20/21

Attachment 3

Motion about change in the Environmental policy

Background

Today the policy explicitly states that the FIKA that is to be bought for the office each week needs to be organic. This demand limits the possibilities for our board to take in to regard other sustainability issues that might occur with our purchases. As it has turned out in recent years scientifical progress organic production is not necessarily the more sustainable option, in some cases, it might be the opposite. It is therefore important to improve our policy by making it less precise so that we can make more sustainable choices.

A problem with the new wording of the policy might be that it leaves much room for personal interpretations and the unity of board decisions in this matter might be threatened.

When it comes to the career and lecture committees travel arrangements it now states that we should persuade the speaker to travel by train rather than aeroplane when possible.

Here we suggest we add the option of an online event instead of necessarily having an in-person event. This may be a specific amendment but it will help with having the option of speakers who otherwise would have had to travel far.

A problem with this might be that our events will be seen as less appealing since it will be just another online event among many others.

The use of reusable cups instead of paper or plastic cups is something we believe is an up to date approach to our work. It is, however. Something we want to add to the policy to make it more official that this is the way we prefer it.

Purpose

This will hopefully help to ensure a broader view of the meaning of sustainability and environmental choices when purchasing FIKA for the office and inviting speakers to the career committee. It would open the door towards buying more locally sourced food instead of limiting the purchasing to only organic choices and to keep having online events even after the pandemic we are in now.

Proposal

I propose that the annual meeting/board amends the wording in the environmental policy under the heading:

“The office: In practice the current board chooses to achieve this by”

from

“We buy organic and sustainable FIKA e.g. coffee, tea, cookies and fruit.”

to

“We aim for sustainability, e.g. environmental and social, when buying FIKA e.g. coffee, tea, cookies and fruit.”

“Committee specific environmental statements: The Career Committee: In practice the current board chooses to achieve this by”

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“Ensure that as many speakers and guests as possible are traveling to the committee by train.”

to

“Ensure that as many speakers and guests as possible are travelling to the committee by train or are participating in a virtual meeting instead of making the journey.”

and

from

“Request organic cookies and coffee as well as reusable mugs or paper mugs for the committee’s meetings.”

to

“Request FIKA that is sustainable to be bought, as well as reusable mugs to be

accessible, for the committee meetings.”

“Committee specific environmental statements: The Lecture Committee: Visions”
from

“Lecture considers the general guidelines when it comes to commitments. To minimize waste from lectures and getting the lecturer to Lund in a sustainable way are two main focus areas. Furthermore less meat should be eaten during dinners with the lecturers.”

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“Lecture considers the general guidelines when it comes to commitments. To minimize waste from lectures, getting the lecturer to Lund in a sustainable way and holding online lectures are three main focus areas. Furthermore less meat should be eaten during dinners with the lecturers.”

“Committee specific environmental statements: The Lecture Committee: In practice the current board chooses to achieve this by”

from

“Try to use less paper cups for coffee for the pre-mingle and do not use plastic mugs at all”

to

“Try to use the black reusable Lecture cups and if disposable cups are necessary paper cups is preferred.”

Anna Mizser, Head of Career

&

Karin Mizser, Head of Lecture

Attachment 4

Motion to adopt “Discrimination and Equal Treatment Policy”

Background

UPF is an association that highly values a safe, welcoming and inclusive environment for all its members. The association does not currently have a policy that promotes equal treatment and provides guidelines if discrimination would take place within the association or by its representatives. We therefore consider it important that we adopt a new policy that helps ensure a safe and inclusive environment for everyone and regulates these matters.

Purpose

This policy will hopefully guide future UPF operations towards a more safe and inclusive environment for everyone. The goal is that all UPF members feel welcome and included, which this policy is an attempt to ensure. The policy also provides guidelines for the following process of a case of discrimination within the organization or by its representatives, which helps to ensure consistency for the investigation process and possible sanctions.

Proposal

We propose that the board decides:

That UPF adopts the “Discrimination and Equal Treatment Policy” and that it comes into force effective immediately.

Anna Miszer, Carl Cotton, Hedda Carlsson, Karin Miszer and Max Onkenhout
Head of Career, Secretary, Vice President, Head of Lecture and Head of Radio

Attachment 4.1

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.

Purpose 2

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3. Pre-emptive steps 5

4. Steps to follow if you experienced or witnessed discrimination 6

5. Steps following allegations of discrimination 6

6. Potential sanctions following a discrimination incident 7

7. Rules of conduct regarding allegations of discrimination 9

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 to encourage diversity and representation in all parts of the association's operations.

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 discriminatory 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.

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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.

3.5.2 Representatives of the association have a 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 a board member.

4.2.2 Contact AF at programchef@af.lu.se.

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 programchef@af.lu.se.

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

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

5.1.1 At this meeting, the contact person(s), will meet the person who has come forward, potentially together with a support person of the individual's 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.

5.2 The contact person(s) should contact the crisis group, if deemed necessary.

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 contact person(s), will meet the accused individual(s), potentially with a

support person of the individuals 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 together with the contact person(s), 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 contact person(s), 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 has 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 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 bylaws, 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.

Attachment 5

Motion to amend “Sexual Harassment Policy”

Background

UPF has a Sexual Harassment Policy, with the purpose of preventing sexual harassment from occurring within the association. In the writing process of the Discrimination and Equal Treatment Policy, the group used the Sexual Harassment Policy for guidelines, and detected areas of improvement in the policy.

Purpose

The updated policy is thought to be more accurate for how these matters should be handled within UPF. Also hoping that the Discrimination and Equal Treatment Plan comes into force, we consider it important that these two policies are consistent with each other and uses the same action plans.

Proposal

We propose that the board decides:

To amend the “Sexual Harassment Policy” and that the updated policy comes into force effective immediately.

Anna Miszer, Carl Cotton, Hedda Carlsson, Karin Mizser and Max Onkenhout

Head of Career, Secretary, Vice President, Head of Lecture and Head of Radio

Attachment 5.1

Sexual Harassment Policy

The Association of Foreign Affairs in Lund (UPF) is committed to providing a safe and trusting environment for all its members, free from sexual harassment.

UPF operates a zero-tolerance policy for any form of sexual harassment and recognizes the need to work proactively to prevent sexual harassment as well as provide guidelines for how to address an incident after it has happened. This policy defines procedures for UPF to take in situations relating to sexual harassment.

Purpose

The Association of Foreign Affairs in Lund (UPF) does not tolerate acts of sexual harassment of any kind. UPF recognizes the need and its responsibility to work proactively to prevent sexual harassment incidents from occurring at UPF events or by representatives of the association, as well as provide guidelines for how to address an incident after it has happened, in order to create a safe and trusting environment for all of its members. The purpose of this sexual harassment policy is to provide guidelines and define procedures for UPF to take in situations relating to sexual harassment, thereby helping the board navigate and act preemptively during and after any incidents.

Guidelines

1. Definition of sexual harassment

1.1 Unwelcome actions including but not limited to the following are considered inappropriate and may, depending on the circumstances, in and of themselves meet the definition of sexual harassment.

1.1.1 Pressuring someone to participate in sexual acts to which they do not consent, or to which they cannot consent;

1.1.2 Unwelcome physical contact;

1.1.3 Touching or grabbing of a sexual nature;

1.1.4 Repeatedly standing too close to or brushing up against a person;

1.1.5 Unwelcome comments of a sexual nature;

1.1.6 Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via other medium;

- 1.1.7 Spreading rumours or commenting on a person's sex life, sexuality, or appearance;
- 1.1.8 Repeatedly asking a person to socialize when the person has said no or has indicated disinterest;
- 1.1.9 Giving gifts or leaving objects that are sexually suggestive;
- 1.1.10 Repeatedly making sexually suggestive gestures;
- 1.1.11 Staring or leering;
- 1.1.12 Making or posting sexually demeaning or offensive pictures or other materials;
- 1.1.13 Displaying pornographic or sexually explicit material.

2. Pre-emptive steps

2.1 At the beginning of each board year, two sexual harassment contact persons (preferably one man and one woman) 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.

2.1.1 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.

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

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

2.1.4 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.

2.2 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.

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

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

2.5 Counteracting a culture of silence.

2.5.1 The association shall actively work to counteract all tendencies of culture of silence-behavior.

2.5.2 Representatives of the association have a particular responsibility of actively preventing a culture of silence.

2.5.2.1 Representatives shall strive to speak up in a situation of sexual harassment, even if they are not the subject of the harassment.

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

3. Steps to follow if you experienced or witnessed sexual harassment within the association or by representatives of the association

3.1 Reach out to the sexual harassment contact person(s).

3.2 If not comfortable with contacting the sexual harassment contact person(s):

3.2.1 Contact a board member.

3.2.2 Contact AF at programchef@af.lu.se.

3.3 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 programchef@af.lu.se.

4. Following allegations of sexual harassment, at least the following steps must be taken

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

4.1.1 At this meeting, the contact person(s), will meet the person who has come forward, potentially together with a support person of the individual's choice. The composition of people attending can be adjusted to what the person bringing the allegation feels comfortable with.

4.1.2 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.

4.2 The contact person(s) should contact the crisis group, if deemed necessary.

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

4.3.1 At the meeting the crisis group and preferably the contact person(s), will meet the accused individual(s), potentially with a support person of the individuals choice. The composition of people attending can be adjusted to what the person(s) accused feels comfortable with.

4.3.2 If the individual accused of sexual harassment 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.

4.4 Following these meetings and/or communication, the crisis group together with the contact person(s), should try to establish what has happened, and based on this decide which of the sanctions outlined below should be taken.

4.5 The association, and especially the contact person(s), must take action after every reported case of sexual harassment, and/or reported concern that a case of sexual harassment has occurred during, or in connection to, the association's operations or activities, or by representative(s) of the association.

5. Potential sanctions following a sexual harassment incident

5.1 The crisis group has 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.

5.1.1 Removal from a position of responsibility within a committee.

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

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

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

5.1.5 The crisis group can decide for how long the above mentioned sanctions

should be upheld.

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

5.1.6.1 Making sure the person accused understands what in their behavior was considered as harassing and apologizes.

5.1.6.2 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.

5.2 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.

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

5.2.2 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.

5.2.3 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:

5.2.3.1 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.

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

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

6. Rules of conduct regarding allegations of sexual harassment

6.1 The identity of the individual(s) involved in the alleged sexual harassment, 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 sexual harassment has explicitly given their

consent.

6.1.1 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 sexual harassment may be shared with the board, but only to the extent necessary to have an adequate discussion.

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

6.2 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.

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

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

6.3.2 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.

6.4 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.

6.5 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 sexual harassment.

6.6 Assumption of innocence.

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

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

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