Crisis and Risk Mitigation Policy

UPF aspires to be an organization that seeks to continuously develop and improve administrative and user responsibilities among the board and its members. We hope to achieve this by creating a guideline concerning security and safety measures for the association's operations. With this policy we ensure that UPF has standard protocols and procedures in place that enable the organization to facilitate handling any eventualities.

CONTENT

PURPOSE

UPF recognizes the need for and its responsibility for creating a crisis and risk mitigation policy to address and handle crises. The purpose of this crisis and risk mitigation policy is to provide guidelines, standard protocols, and procedures for UPF members and the Board in reference to the above. The aim is that this crisis and risk mitigation policy will work as a precautionary guideline that helps the board to navigate and act preemptively during, as well as, after any eventualities that might breach the policy, laws, rules or UPF's directives.

1. Guidelines

1.1 General guidelines

UPF recognizes a crisis as a sudden, unplanned event or disturbance which may cause instability to the association's operations. Therefore, UPF provides the board with a policy that addresses their responsibilities and codes of conduct in case of a crisis. This includes providing a framework of standard procedures some of which are generic (point 3), but also context-based (point 4) that concern the organization as a whole. Furthermore, our

aim is that this will give clarity to the board and members about how we aspire to operate as an organization and facilitate how we proceed and operate during our activities. Lastly, the association should strive to use the crisis and risk mitigation policy when deemed necessary.

1.2 Cases where the policy is inadequate

The association recognizes that in cases of emergencies the authorities should be contacted immediately. The Crisis Group does not have a responsibility to handle the emergency. In the unlikely event that this would happen, the authorities must be contacted immediately, and the association and its members should adhere to their instructions. Communication and management regarding the crisis are still to be handled by the Crisis Group after the immediate emergency is over.

1.3 Creating a Crisis Group

1.3.1 In order to make the policy work, a Crisis Group (CG) needs to be created and defined by the start of each operational year or in the need of replacing a member. The group should consist of 2-3 people from the board, and one of the presidents should be part of this group. The members of the group should be elected by the board, with the exception of the presidents, where they internally should decide.

1.3.2 During the operations, the CG should always have transparency towards the board, and UPF members, in mind. The CG can be exempt from this if the situation requires discretion.

1.4 Definition of crisis

This policy makes a distinction between direct and indirect crisis.

1.4.1   Direct Crisis

Direct crises are situations that occurred during UPF operations either created by members of UPF or affecting members of UPF. This includes but is not limited to

- Crime, theft, and robbery

- Illness, accidents, and in case of death

- Publication and media crisis; A situation that can have a negative effect on UPF's reputation.

- IT security crisis: If social media platforms linked to the association or website have been hacked, or personal information of UPF members has been leaked.

- Sexual Harassment & Discrimination; Definitions for Sexual harassment and discrimination can be found in respective policies, Sexual Harassment Policy

and Discrimination and Equal Treatment Policy. In cases where this occurs, the Sexual Harassment & Discrimination policy takes predisposition.

1.4.2   Indirect Crisis

Indirect crises are situations that occurred during the operations of the association but were not caused by members of UPF but affect the operations of the association. This includes but is not limited to:

- Environmental catastrophes

- Pandemics & epidemics; Definition from WHO.

2. Pre-emptive steps

2.1   Emergency information and supply kit

2.1.1 At the beginning of each operational year, before the operations properly start, the CG must inform the board of where supplies are stored and do a run-through of emergency exits and where the designated meet up spot is in case of emergency are located. If a CG has not been elected yet, this responsibility falls on the President.

2.1.2 The UPF office should always have an emergency supply kit ready. This emergency supply kit must include:

- First aid kit

- Flashlight

- Battery run radio

- Batteries

- Fire extinguisher

- Map of emergency exits on the wall

2.2   Insurance

The association is always in need of protecting goods from theft and accidents. It is therefore necessary for the association to have insurance for the office and the goods kept there. The insurance should at least include

- Property insurance

- Recess insurance - Legal protection insurance

3. Generic Crisis Management

3.1 Generic Crisis Management Plan

3.1.1 CG maps out the situation and the resources needed to solve the crisis. 2. CG takes necessary acute action(s).

3.1.2 CG gathers information and continuously informs the board to plan for further action to handle the situation.

3.1.3. CG hands out tasks and delegate work, if deemed necessary.

3.1.4 CG collects and forwards information to the ones affected.

3.1.5 CG carefully considers both the need for transparency and the privacy of the involved parties.

3.2 Discretion

3.2.1 The issue should be handled with discretion by all involved parties. Any statements, and/or engaging with the media/journalists need to go through both CG and the Presidents. If the decision to make a statement has been taken, the Heads of PR should be included in the process.

3.2.2 Any information regarding a crisis spread by the association, board members and trustees should be confirmed, correct and objective.

4. Context-based Crisis Management

4.1 In case of death

4.1.1 Call 112 and follow direct instructions by the authorities.

4.1.2 If a member dies during a UPF event, that event will, effective immediately, be cancelled and the premises will be cleared out in a calm matter.

4.1.3 The association should not contact any family members directly.

4.1.4 Contact the Crisis Group (CG) and inform them of the situation.

4.1.5 Once the situation is no longer acute, the CG contacts any UPF members involved personally.

4.1.6 The CG is in charge of inviting external professionals, i.e., "studentprästerna" to provide member support.

4.2 In case of an Indirect Crisis

4.2.1 UPF follows guidelines, recommendations and restrictions set by the authorities.

4.2.2 The CG has the responsibility to evaluate how the association can work preemptively and present suggestions to the board for approval. This could

include general guidelines and restrictions to make sure that the association follows regional/national restrictions and recommendations.

4.2.3 The CG should include the board for input regarding decisions that would affect their work. However, in acute situations an exception can be made where quick decisions can be taken, preferably together with the presidents, if deemed necessary.

4.2.4 The CG should continuously keep themselves updated with the situation and updating the relevant parties.

4.3   In case of needing to make or release public statements

Before making any statements, the CG and Presidents need to go through the following steps

4.3.1   Make a clear assessment of the situation before making a statement.

4.3.2   Determine if it is necessary for UPF to make a statement, and whether it is urgent or not. This includes weighing the pros, cons, and potential risks of making the statement immediately, if at all.

4.3.3   Have a clear understanding of what will happen with the statement. Will it be published directly to the UPF website or social media channels or is the statement being given to external media outlets for them to use?

4.3.4   Determine how the statement will be formulated. Determine from what individual persons or signing name (for example UPF Board 20/21, Crisis Group or President) the statement will come from. Determine the email or social media channel the statement will come from. The Heads of PR should be included in this.

4.4   In case of crises due to controversial topics

4.4.1 If a committee wants to invite a controversial speaker or create content about a controversial topic, the board should be notified beforehand and collectively discuss whether the speaker or topic is appropriate for the association. If the

board decides that the speaker or topic is inappropriate, the speaker/topic will not be allowed.

4.4.2 If a speaker at an event, or a member of the association would express something hostile, offensive, or inappropriate during a speech, lecture, or UPF-activities, it is the responsibility of the board to reject this statement.

4.5   In case of publications crises

4.5.1 The committee heads in question must provide guidelines to their members as to how they expect them to write articles and produce podcasts and radio shows.

They should also provide clarity as to what is in accordance with UPF's values and directives.

4.5.2 The heads/publishers are to know everything that is being said/written in the segments/articles, before they are being aired/published. The heads must also proofread and approve the article/segment before publishing.

4.5.3 If a committee member or host says/writes something that is not in line with UPF's bylaws, policies and/or commits slander, the heads should contact CG with the situation, and depending on the publication forum, make apologies.

4.5.4 It is the heads' duty to show solidarity and support to the member when their article, podcast or radio show is being criticized or facing negative comments and/or publicity.

4.6   In case of social media crises

4.6.1   If copyrighted material is used in marketing by accident, the material shall be removed and deleted as quickly as possible. This situation should be prevented at the furthest extent possible.

4.6.2   All social media platforms linked to the association shall be used with care and reflection.

4.6.3   UPF members should be notified or be made aware that photography and video will be taken at UPF events.

4.6.4   UPF as an association may not tag individuals in photos.

4.6.5   In the case someone would like a picture of themselves to be taken down from UPF's social media channels, they can reach out to the association and request the photo to be taken down.

4.7   In case of IT crises

4.7.1   If any of the platforms linked to the association have been hacked, this shall be stated on the website as a statement of information.

4.7.2   In case the association's website is hacked or personal information of members has been leaked, all members should be notified by an informative email.

4.8   In case of crises during travels

4.8.1   All committee members going on international trips with UPF must have travel insurance that is valid for the entire duration of the trip. Before the trip, the members of the committee should provide a copy of their insurance to the heads.

4.8.2   If a member requires additional documents, such as visas, in order to enter a country, the responsibility lies with that specific member, not the heads, to make all the necessary arrangements.

4.8.3   Before deciding the next travel destination, the heads of travel must consult with information provided by the Swedish Foreign Department. If the security situation of the country/region changes before the trip, the heads will act in accordance with the suggestions of the Swedish Foreign Department. If the security situation of the country/region changes during the trip, the heads will consult with the Swedish embassy or consulate in the country and act according to their suggestions.

4.8.4   Before travelling, the heads are responsible for compiling an emergency contact list, also known as an In Case of Emergency (ICE)-list. This list must be shared with the CG.

4.8.5   In case of indirect crises, the Heads of Travel must consult with the board before deciding on the next travel destination.

4.8.6   The heads of Travel are responsible for making it clear to the committee that they need to comply with the rules and laws of the country they are visiting.

4.8.7   In the case of incarceration or hospitalization of a member, it is the heads' duty to call the ICE-number of the individual involved and the embassy or consulate relevant to the home country of the individual. Furthermore, the heads must contact the CG and inform them about the situation, whereafter the CG will act in accordance with the "General Crisis Management Plan".

4.9   In case of crises during other activities

4.9.1   If events are cancelled for any reasons, members shall be notified via email and applicable social media platforms as quickly as possible.

4.10   Routine in case of Sexual Harassment & Discrimination

4.10.1   If the contact persons reach out, and request assistance in dealing with the situation, have a meeting with them.

4.10.2   Follow the Sexual Harassment & Discrimination Policy and try to be of assistance to the contact persons.