



# ASSOCIATION OF FOREIGN AFFAIRS

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LUND EST. 1935

## 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 rumors 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 the President at [president@upflund.se](mailto:president@upflund.se)

3.2.2. Contact the Crisis Group at [crisis@upflund.se](mailto:crisis@upflund.se)

3.2.3. Contact a Board Member.

3.3 If the individual does not feel heard, that their claim is not taken seriously, or that the measures taken within the association aren't enough, contact AF at [verksamhetschef@af.lu.se](mailto:verksamhetschef@af.lu.se)

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

4.1 Meet with the person who brings the allegations of sexual harassment.

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

4.1.1 At this meeting, 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.

4.1.2 If the individual accused of the sexual harassment 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.

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

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

4.3.2 If the individual accused of the sexual harassment 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.

4.4 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.

4.5 The association, especially the crisis group and/or the President, 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 and/or activities, or by the representative(s) of the association.

## **5. Potential sanctions following a sexual harassment incident**

5.1 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.

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, together with the presidents, 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 Statutes, a member can only be excluded through a board decision.

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

5.2.2.1 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.

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

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

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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.