



# **ASSOCIATION OF FOREIGN AFFAIRS**

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Stress Prevention Policy

As an old and established student association with several committees working actively to spread knowledge of and encourage debate on foreign affairs, it is important to ensure that the working environment within UPF Lund is a healthy one. Much of the work done by the association, as well as the communication between its board members and active members, is done through the use of electronic and mobile devices. As these mediums are a natural part of our everyday lives, it is important to specify the expected workload of the active members of our association, in order for the members to be able to “leave work” after a certain time of day. In order to reduce stress levels among all active members of the association, the following measures are to be taken by the board members:

- Respect the working hours of the association, which are from 7 AM to 8 PM Monday through Friday and 10 AM to 6 PM Sundays. Saturdays are a UPF Free day. All work related communication and spreading of information through social media, mobile devices and email is to be done during these working hours, unless a special situation occurs for which contact cannot be postponed until the next working day. What constitutes as a special situation is to be determined by the Presidency in the beginning of each working year. It is the responsibility of the Presidency to ensure that the board members respect the working hours, and the responsibility of the committee heads to ensure that working hours are implemented within their respective committees.
- Actively work to separate private life and work life in any way that they find suitable, for instance limiting work related communication through formats other than email, creating email accounts specific to each board position etc.
- At least once a year arrange a board workshop that wholly, or in part, touches upon the subject of stress prevention. It is the responsibility of the Presidency to ensure that the workshop takes place and the responsibility of the committee heads to further useful information on stress prevention to the active members of their respective committees.
- At least once a semester organise a board activity that is primarily focused on stress management and prevention.
- The Presidency is to carry out individual talks with the board members after half of the working year has passed to ensure that the stress level among the board members is as low as possible. The Presidency is to give suggestions on how to reduce the stress level of any board member who shows a need for it.
- Keeping an on-going discussion on how to reduce stress within the board, for instance by the Presidency inquiring about the stress levels of the board members during board meetings.
- Whenever needed, the Presidency will take active measures to ensure an open and pleasant working environment for the board by arranging social gatherings and ensuring conflict resolution between board members who show a need for it. The committee heads are to do the same for the active members of their respective committees.
- Whenever they see the need for it, add to this document.