



ASSOCIATION OF FOREIGN AFFAIRS

LUND EST. 1935

Board Meeting 12

17:30-20:41

2021-05-20

Digital, Zoom

The Board of 20/21

Association of Foreign Affairs, Lund

Present: Agnieszka Gryz, Anna Mizser, Carl Cotton, Clara Karlsson Schedvin, Daniel Bergdal, Demi Bylon, Emma Baker, Frida Lindberg, Hedda Carlsson, Henrietta Kulleborn, Karin Mizser, Kerime van Opijnen, Lovisa Lundin Ziegler, Maguette Fall, Mara Glas, Miljaemilia Wala, Roja Moser, Soha Kadhim, Thea Sandin, Victoria Becker.

Absent: Gabriella Gut, Maximilian Onkenhout.

Emma Baker entered the meeting late.

Co-opted Persons: Annie Anderek, Bahadir Sirin, Camilla Castellanelli, Caroline Danielsson, Christopher Fletcher-Sandersjö, Chunchu Song, Ellen Löfgren, Eveline Verhaar, Ismar Didic, Jette Strohschneider, Karolina Boyoli, Linnea Rotberg-Svensson, Magda Andersson, Ondrej Gomola, Sofia Gierow.

1. Opening of the meeting

President Soha Kadhim declares the meeting opened at 17:30.

2. Election of Chair of the meeting

Soha Kadhim is elected Chair of the meeting at 17:32.

3. Election of Secretary of the meeting

Carl Cotton is elected Secretary of the meeting at 17:33.

4. Election of Attesters and Vote Counters of the meeting

Agnieszka Gryz and Mara Glas are elected Vote Counters and Attesters of the meeting at 17:34.

5. Co-opted Persons

Proposal to co-opt the following persons: Annie Anderek, Bahadir Sirin, Camilla Castellanelli, Caroline Danielsson, Christopher Fletcher-Sandersjö, Chunchu Song, Ellen Löfgren, Eveline Verhaar, Ismar Didic, Jette Strohschneider, Karolina Boyoli, Linnea Rotberg-Svensson, Magda Andersson, Ondrej Gomola, Sofia Gierow.

Passed by acclamation at 17:35.

6. Approval of the electoral roll

The Chairperson Soha Kadhim proposes to set the electoral roll to 18 and asks the vote counters to confirm this.

The electoral roll is set to 18.

It was later noted that this was inaccurate, and that there had been a miscalculation. There were 19 present board members participating in the electoral roll at this stage. However, since all votation during the meeting was passed through acclamation, the miscalculation had no impact on the outcomes of the meeting.

7. Approval of the Agenda

(Attachment 1)

Proposal to approve the agenda.

Passed by acclamation at 17:38.

8. Ratifying Per Capsulam Decision

8.1 Inspector suggestion to the Annual Election Meeting (Attachment 2)

Chairperson Soha Kadhim references the attached document, and opens up for questions.

Proposal to ratify the Per Capsulam Decision.

Passed by acclamation at 17:39.

9. Discussion Point(s): Information to next board

9.1. LUPEF collaboration

Chairperson Soha Kadhim presents a brief background of the relationship between UPF Lund and LUPEF. This is done to preserve continuity in the relationship. Head of Webzine Kerime van Opijnen adds to this with input on the contemporary situation.

9.2. Board obligations

Chairperson Soha Kadhim gives some background on the Board obligations, with reference to the Rules and Regulations. She then moves on to go through specific points of the Rules and Regulations, and makes sure that the upcoming board is aware of their obligations. Head of Activity Henrietta Kulleborn continues on this.

10. Decision Point: Investments

(Attachment 3)

10.1. Adding to the 100th Jubilee (2035) Fund

Chairperson Soha Kadhim presents the suggestion to add funds to the 100th Jubilee (2035) Fund.

Discussion arises on precise numbers that should be set aside for the Fund.

Head of Career Anna Mizser proposes to set aside 10.000 SEK to the 100th Jubilee (2035) Fund.

Passed by acclamation at 18:07.

10.2. Nameplates

Head of Activity Henrietta Kulleborn speaks on her suggestion to invest in nameplates for the board.

Discussion arises on this suggestion and some questions concerning the necessity of the investment are posed.

Head of Activity Henrietta Kulleborn withdraws her suggestion.

Vice President Hedda Carlsson proposes to adjourn the meeting for a 15 minute break.

Passed by acclamation at 18:13.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 18:13)

(The Chairperson Soha Kadhim declares the meeting re-opened at 18:32)

11. Motions

Secretary Carl Cotton speaks briefly on the background of the presented motions and gives some insight into what the policies entails.

11.1.Updating Stress Prevention Policy (Attachment 4, 4.1)

Head of Activity Miljaemilia Wala and Vice President Hedda Carlsson speak on the changes made in the Stress Prevention Policy.

Head of Activity Henrietta Kulleborn suggests to amend the policy by changing 1.1 in the following manner:

“In the beginning of every operational year the board should agree upon working hours for the rest of the operational year. There should be at least one UPF free day a week. These working hours are to be respected when it comes to communication or spreading of information. In case a special situation occurs, exceptions can be made if deemed necessary.

The heads of each committee have the responsibility of providing this information to the active members in their committees.”

She also suggests to change the wording in 1.4.2. to be the Vice President's responsibility instead of the Presidency.

The motioners decides to amend the policy in line with the suggestion by Henrietta Kulleborn in regards to the Vice President in 1.4.2, as well as to change “Presidency” to “Presidents” in all situations where “Presidency” has been used in the policy.

Proposal to adopt the updated and amended Stress Prevention Policy.

Passed by acclamation at 18:52.

11.2. Abolishing Senior Collegium Policy

(Attachment 5)

Secretary Carl Cotton speaks on why the policy should be abolished.

Proposal to abolish the Senior Collegium Policy.

Passed by acclamation at 18:54.

11.3. Updating Environmental Policy

(Attachment 6, 6.1)

Secretary Carl Cotton speaks on the changes made in the Environmental Policy.

Several questions and suggestions are posed by the board.

Henrietta Kulleborn proposes to amend the policy by changing the final sentence in 1.1 to the following:

This includes reducing our waste by recycling and avoiding disposable items.

Vice President Hedda Carlsson proposes to amend the policy through the following measures:

Add to point 4:

This should be done by the board together at a meeting at the beginning of the operational year.

Add a new point 3.6:

Lecturers and other invited guests should use the most environmentally friendly means of transportation available and possible.

Amend point 3.3 to:

We do not print agendas or other documents if this is not considered the more environmentally friendly option, or deemed necessary. Instead we use social media to market our events to the largest extent possible.

The motioneers decide to merge their proposal with all the proposed amendments.

Proposal to adopt the updated and amended Environmental Policy.

Passed by acclamation at 19:13.

Emma Baker joins the meeting at 19:14, and the electoral roll is updated to 19.

11.4. Updating Economic Policy (Attachment 7, 7.1)

Vice President Hedda Carlsson speaks on the background and concrete changes to the Economic Policy.

Proposal to adopt the updated Economic Policy.

Passed by acclamation at 19:23.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 19:23)

(The Chairperson Soha Kadhim declares the meeting re-opened at 19:35)

11.5. Updating Crisis and Risk Mitigation Policy (Attachment 8, 8.1)

Vice President Hedda Carlsson and Secretary Carl Cotton speak on the changes made in the Crisis and Risk Mitigation Policy.

Questions and comments arise in regards to the policy.

The motioneers proposes to amend the policy as follows:

“The association should not contact any family members directly” in 4.1.3.

Head of Activity Henrietta Kulleborn counterproposes with the following:

“Take away 4.1.3 completely as it does not regard the organisation at all”.

The first proposal is passed by acclamation at 19:45.

This means that the counterproposal automatically is rejected.

Proposal to adopt the updated and amended Crisis and Risk Mitigation Policy.

11.6. Updating the Discrimination and Sexual Harassment Policy (Attachment 9, 9.1)

Vice President Hedda Carlsson speaks on the background of merging the policies.

Proposal to adopt the updated and merged Discrimination and Sexual Harassment Policy.

Passed by acclamation at 19:49.

12. Presidium reporting

12.1. Presidents

Vice President Hedda Carlsson reports that the board members need to make sure to hand over the office keys to their successors. The Annual Report is due soon, the deadline for this is 30th of May. The trip to Lillsjödalen has been canceled due to the Covid-19 situation. Handovers need to be done before the summer. Names and email addresses to all trustees are required for a fun surprise.

Questions arise in regards to the Lillsjödalen-decision.

12.2. Treasurer

Treasurer Lovisa Lundin Ziegler informs the board that the board members should try to avoid spending reimbursable money after the first week of June, since the bookkeeping needs to be done at a certain time.

12.3. Secretary

Secretary Carl Cotton reports that the membership numbers are still rising. He will send out two more newsletters before the operational year is over.

12.4. UFS Representative

UFS Representative Mara Glas reports that UF Luleå has decided to close the association. A UFS intern has been chosen, and she will be helping the UFS administrator with grant applications and other administrative tasks. The UFS administrator is looking into applying for the FBA grant through UFS. The website of UFS has been updated. The Nordic Convention will be held in Helsinki in October.

Questions arise in regards to the FBA grant application and the Nordic Convention.

13. Committee reporting

13.1. Activity

Head of Activity Henrietta Kulleborn reports that the treasure hunt was mainly dominated by the Pod&Radio committee. Preparations for the handover have begun.

13.2. Career

Head of Career Anna Mizser reports that the final events of the year have been held. Handover is being planned, and a kick out for the committee will be held in late May. A meeting in regards to a potential collaboration will be held.

A question arises in regards to the Prep Course.

13.3. Lecture

The Heads of Lecture share a video both illustrating the successes of the past year and giving shout-outs to their lecturers and members.

13.4. Magazine

Head of Magazine Victoria Becker reports that there is still one issue left to publish. The yearbook is still being planned.

A question in regards to the yearbook is posed.

13.5. Pod&Radio

Head of Pod&Radio Clara Karlsson Schedvin reports that a new pod has been published, and speaks on the reached subscription goals when it comes to Spotify.

13.6. PR

Head of PR Roja Moser reports that she and her co-head are very proud of their committee members who have been elected to the upcoming board.

13.7. Travel

Head of Travel Thea Sandin reports that the travel podcast has been successfully released.

13.8. Webzine

Head of Webzine Daniel Bergdal reports that it is going very well and that at least one article per week will continue to be published during the upcoming weeks. He speaks on some of the statistics regarding the articles and the reached goals. Head of Webzine Kerime van Opijnen applauds the active members in the webzine committee.

14. Other points

There are no other points.

15. Confirmation of next board meeting

This is the last board meeting of the operational year.

16. Meeting adjourned

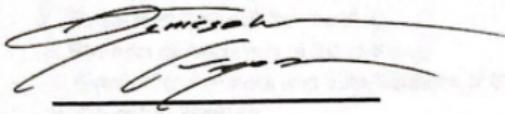
Chairperson Soha Kadhim declares the meeting adjourned at 20:41.



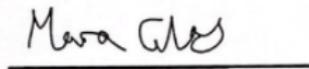
Carl Cotton, Secretary



Soha Kadhim, Chair



Agnieszka Gryz, Attester



Mara Glas, Attester

Attachment 1

Board Meeting 12
2021-05-2, 17:00-21:00
Online, Zoom
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. Co-opted Persons
6. Approval of the Electoral Roll
7. Approval of the Agenda
8. Ratifying Per Capsulam Decision
 - 8.1. Inspector suggestion to the Annual Election Meeting
9. Discussion Point(s): Information to next board
 - 9.1. LUPEF collaboration
 - 9.2. Board obligations
10. Decision Point: Investments
 - 10.1. Adding to the 100th Jubilee (2035) Fund
 - 10.2. Nameplates
11. Motions
 - 11.1. Updating Stress Prevention Policy
 - 11.2. Abolishing Senior Collegium Policy
 - 11.3. Updating Environmental Policy
 - 11.4. Updating Economic Policy
 - 11.5. Updating Crisis and Risk Mitigation Policy
 - 11.6. Updating the Discrimination and Sexual Harassment Policy
12. Presidium reporting
 - 12.1. Presidents
 - 12.2. Treasurer
 - 12.3. Secretary
 - 12.4. UFS Representative
13. Committee reporting
 - 13.1. Activity
 - 13.2. Career
 - 13.3. Lecture
 - 13.4. Magazine
 - 13.5. Pod&Radio
 - 13.6. PR
 - 13.7. Travel
 - 13.8. Webzine
14. Other points
15. Confirmation of next board meeting
16. Meeting adjourned

Attachment 2

Background

According to the new Statutes that entered into effect on October 30th 2020, the board is responsible for proposing a suggestion of Inspector to the Annual Election Meeting. As this was realized quite late, a Per Capsulam Decision (PC Decision) was sent out to the Board so that the proposed candidate could be submitted as the Board's proposition for the Annual Election Meeting. The board were given a draft of a background information to who Rikard Bengtsson is and the reasons why the Presidium suggested him as a candidate as well as an attachment to the Rules and Regulations which states what the position would entail if the document gets approved without changes at the Election Meeting.

- The PC Decision took place between April 28th (07:00) and April 30th (11:00) through google forms.

- The proposal: I (Soha Kadhim) propose that the board decides to approve Rikard Bengtsson as the Board's suggestion for Inspector between 2021-2023 to the Annual Election Meeting

- The PC Decision resulted to passing by a majority vote.

o 20 votes in favor of the proposal and 2 abstained through not participating in the PC decision at all.

Proposal

I propose that the Board decides

To ratify the PC Decision regarding the UPF Inspector.

Attachment 3

Henrietta

I think it would be a great idea if the organization bought nameplates for the board that they can use for Get active events and student fairs. The reason behind this is that it takes some time for the board to get board sweaters and that they will get to get them when they finish their time on the board. By buying nameplates where only the organization's name and the name of the position are on it, we can keep the nameplates for several operational years. They should be kept in the office and if a board member loses them, they should pay for a new one.

After the research, I have done each plate would cost around 90 kr and for paying one for every position on the board this would be an investment of around 2500 kr.

Soha

On April 4th 2019 the board of 18/19 received a motion regarding a jubilee fund which passed. This fund is supposed to cover a jubilee event for when UPF turns 100 years in 2035. This motion passed with a majority. The amount they set aside is a little unknown at the moment but something I am looking into.

We are coming to an end and as this is our last board meeting, I thought it would be good to set a side an amount as well. Our last Board forgot to do this, and since we've had few expenses and a lot of income this operational year, my thought was that we double the amount to compensate for last year.

However, it is important to note that we cannot use grant money for this 'investment'. My suggestion is that we set an amount that we want to donate to the jubilee fund. This amount will be taken from UPFs own money and then use MUCF investment money to cover the cost that would've been covered by our own money.

I also suggest that the amount should be somewhere in between 8 000 - 10 000 SEK which covers both our operational year and last operational year. This is because we will have a big surplus from our operational year and, I believe it is a good investment to make sure that the jubilee fund will be funded properly to the extent where money wouldn't be an issue for any event the Board of 34/35 plus the Board of 35/36 wants to organize in the calendar year of 2035.

Attachment 4

Motion about Updating the Stress Prevention Policy

Background

The current policies are a bit outdated, suffer from weird formatting, and in need of being updated.

The Stress Prevention Policy has been extended and updated. New suggestions on how to deal with stress and measures that could be taken if deemed necessary.

Purpose

The purpose of this motion is to have policies that are updated, efficient, clear, and usable.

Proposal

We propose that the board decides:

To adopt the updated Stress Prevention Policy

Carl Cotton, Hedda Carlsson, Miljaemilia Wala
Secretary, Vice President, Head of Activity

Attachment 4,1

Stress Prevention And Management 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 highly important to ensure that the working environment within UPF Lund remains sustainable and healthy for its members. To achieve this, some guidelines on how to work with stress management are needed in order to avoid unsustainably high stress levels among board members, trustees and active members.

Purpose

As a student association, those involved in UPF are students who have to balance with their studies as well as with their responsibilities in UPF. For many, this may cause high levels of stress. It is thus important that there are clear guidelines that specify the expected workload of the active members of our association as well as measures that are actively taken to prevent stress levels to rise too high. This policy document provides guidelines and measures on how to address and manage stress levels in a preventative manner as well as how to handle situations, such as burnouts, in case those would occur. These guidelines and measures are to be clearly informed to the board, trustees and active members of UPF and furthermore, those involved are then expected to follow and respect these.

1. Pre-emptive steps on stress management

This section provides measures that should be followed at all times in order to work preventatively. Thus, these continuous measures are the most important steps in our aspiration to create a sustainable working environment.

1.1 Working hours

The working hours of the association are from 7AM to 8 PM Monday through Friday, and 10AM to 6 PM on Sundays. Saturdays are a UPF free day. These working hours are to be respected when it comes to communication or spreading of information. In case a special situation occurs, exceptions can be made if deemed necessary. The presidency shall inform the board of these working hours in the beginning of each operational year after which the heads of each committee respectively have the responsibility of providing this information to the active members in their committees.

1.2 Communication channels

Work life and private life shall be actively attempted to separate. Each board position and a trustee has their own UPF email account which shall be used for work related emailing and communication. Other work related communication is to be done via Slack.

1.3 Stress prevention events

At least one event that focuses primarily on stress management and prevention should be arranged every year. These events could potentially be workshops, activities or seminars. The main focus should be to provide the board, trustees and active members valuable tools and information to handle and address their stress levels. The responsibility of organizing the event falls on the Presidency.

1.4 The Presidency and the Board

1.4.1 The Presidency shall take active measures to ensure an open, pleasant and accepting working environment for the board members. The committee heads are likewise expected to do the same for their respective committees.

1.4.2 The presidency shall aim at keeping an on-going discussion about stress levels within the board. For instance, the Presidency could inquire anonymously about stress levels at the beginning of board meetings or via questionnaires in for example google forms.

1.4.3 The Presidency is to carry out individual talks with the board members in the beginning and in the middle of the operational year. This is to be done in order to ensure that the stress levels amongst the board members are not too high. If any board member shows the need to restructure their UPF-work because of high stress levels, the Presidency is to provide suggestions on how to proceed.

1.4.4 The communication and checkups in relation to stress management between the presidency and the board should not be limited to the individual talks twice a year but aimed to be continuous.

1.5 Committee heads

It is the committee heads responsibility to secure a sustainable working environment in the committees. When it comes to stress, the committee heads shall aim at providing an open, pleasant and accepting working environment within the committee. A dialogue with the active members in the committee with regards to matters of stress is highly encouraged. If an active member in a committee is showing signs of unsustainable stress levels, this concern should be brought up with the individual and solutions discussed.

2. Handling possible situations of unsustainably high stress levels

2.1 If someone brings up that they themselves experience too high stress levels

2.1.1 One or both of the presidents discuss with the individual which measures could be taken in order to reduce UPF-related stress. This should be done in accordance with potential co-heads. This could include but is not limited to;

- Take a break for a certain amount of time
- Decrease the workload of the committee
- Elect a trustee or a deputy head to decrease the workload
- Resign completely
- Advise the individual to get professional help

2.1.2 The Presidents check in with potential co-heads to evaluate how these measures are affecting their work.

2.1.3 The Presidents check in with the individual experiencing the stress, and reevaluate the situation continuously.

2.2 If a committee head experiences high stress levels because of a co-head not fulfilling their responsibilities:

2.2.1 This is to be brought up with the presidents, who then should discuss this with the co-head and find a sustainable solution for both heads.

2.2.2 If the co-head is not fulfilling their responsibilities due to high stress levels, the measures above should be applied.

Attachment 5

Motion about Abolishing the Senior Collegium Policy

Background

The Senior Collegium Policy holds no function anymore, due to the statutes being very clear on what the Senior Collegium is, and how it should be treated.

Purpose

The purpose of this motion is to have policies that are updated, efficient, clear, and usable.

Proposal

We propose that the board decides:

To abolish the Senior Collegium Policy

Carl Cotton, Hedda Carlsson, Miljaemilia Wala
Secretary, Vice President, Head of Activity

Attachment 6

Motion about Updating the Environmental Policy

Background

The current policies are a bit outdated, suffer from weird formatting, and in need of being updated.

The Environmental Policy was very long, with committee specific pledges to accomplish different things throughout the year.

Purpose

The purpose of this motion is to have policies that are updated, efficient, clear, and usable.

Proposal

We propose that the board decides:

To adopt the updated Environmental Policy

Carl Cotton, Hedda Carlsson, Miljaemilia Wala
Secretary, Vice President, Head of Activity

Attachment 6,1

ENVIRONMENTAL POLICY

UPF recognises the need for long term sustainable engagement. Therefore, our vision is minimal environmental impact. We hope to achieve this by always choosing the sustainable option when it comes to transportation, accommodation, eating and purchasing. At the same time, we make sure to minimize waste by being resource efficient, minimizing usage of disposable items and recycling. Lastly we want environmental challenges and climate change to be considered obvious topics within foreign affairs, and work towards this by covering related topics.

Purpose

As an Association of Foreign Affairs UPF recognizes the environmental challenge the world faces. Our aim is to play a part in minimizing the tremendous consequences further global warming would imply. Therefore, UPF is ready to take responsibility in caring for our planet. As a polluter we are not very large, but since every contribution matters we commit to minimizing our environmental impact on a local and global level as much as possible. Furthermore, the environment, and especially climate change, is a highly relevant issue within foreign affairs and as a forum for debate we recognize our responsibility to cover environment-related topics to spread knowledge and discussion on the topic.

1. General Guidelines

1.1 According to Swedish law all businesses and organizations are obliged to accumulate the knowledge needed to protect the environment against any hurt or inconvenience caused by them. Due to this UPF aims to understand the consequences of its actions. In all our operations we aim to minimize our environmental impact. This includes reducing our waste by avoiding disposable items and recycling.

1.2 Furthermore, we aim to use as much carbon neutral transportation as possible for ourselves and externally invited people. We treat the local nature with care and respect when at home or away.

1.3 We recognize the importance of treating climate change as a serious issue within foreign affairs.

1.4 The committee heads of every committee should always be mindful of how their specific activities affect the environment, and work continuously to minimize this impact.

2. The office

UPF aspires to have an office furnished with sustainable materials and decorations. The office should also be used in such a way that no unnecessary harm to the environment is done. Waste should be avoided and any inevitable waste should be recycled. This is to be achieved through the following measures:

2.1 We turn off lights, computers and other electrical objects when we are not using them.

2.2 We keep the heating at minimum levels and try to influence AF-borgen to choose electricity that is environmentally marked.

2.3 We recycle our waste.

2.4 We use porcelain mugs, glasses etc instead of disposable items.

2.5 We aim for sustainability, e.g. environmental and social when buying FIKA e.g. coffee, tea, cookies and fruit. For example, Fair Trade.

2.6 Any new purchases to the office is done with a sustainability aspect in mind.

2.7 We use utilities that are in the office carefully.

3. UPF events

UPF recognises the potentially vast impact events could have on the environment, and tries to minimise this impact to the furthest extent possible.

This is to be achieved through the following measures:

3.1 We make every day actions that contribute to reducing our environmental impact such as turning off lights and electronics when we leave a room and remove chargers from outlets when not charging.

3.2 We recycle at our events and therefore choose event locations where this is possible. For example, during the Kick-off we tend to choose Studentgården in Skanör as the venue.

3.3 We do not print agendas or other documents if this is not considered the more environmentally friendly option. Instead we use social media to market our events.

3.4 The food cooked and/or served during an UPF event is preferably vegetarian and organic.

3.5 When traveling within Sweden UPF always takes the train, if travelling by other means of transportation climate compensation is conducted.

4. Annually Updated Visions and Goals

UPF as an organization changes from year to year, therefore this environmental policy is supposed to do the same. The Purpose and the General Guidelines are written with continuity and coherence in mind, whereas the Annually Updated Goals and Visions are supposed to reflect the current board's take on combating climate change. This will hopefully result in a policy withstanding time, with continuous updates to reflect contemporary takes on the issue.

Attachment 7

Motion about Updating the Economic Policy

Background

The current policies are a bit outdated, suffer from weird formatting, and in need of being updated.

The Economic Policy has been restructured and we have added more detailed information on reimbursement.

Purpose

The purpose of this motion is to have policies that are updated, efficient, clear, and usable.

Proposal

We propose that the board decides:

To adopt the updated Economic Policy

Carl Cotton, Hedda Carlsson, Miljaemilia Wala
Secretary, Vice President, Head of Activity

Attachment 7,1

Economic Policy

The Association of Foreign Affairs in Lund (UPF) recognizes that economic awareness is essential for the long-term survival of the organization. It is also convinced of the need for consistency in economic routines. Such consistency has a democratic function, in ensuring that funds are spent according to certain formal procedures. Besides, a clear framework for spending can help maintain the general objective that resources are always spent with the best interest of the organization in mind. This policy establishes general procedures for the economic management of the Association of Foreign Affairs in Lund (UPF).

Purpose

The purpose of these guidelines is to provide a clear framework to support all decision making related to spending within the Association of Foreign Affairs. This policy is centered around four general principles, which should characterise the financial philosophy of UPF. Firstly, assets should be spent with the long-term survival of the organization in mind. Secondly, the economic management of the organization should aim for consistency in terms of routines and procedures. Thirdly, expenses should be made with value for money as well as the best interest of the organization in mind. Lastly, sustainability should be considered throughout all economic activities of the association.

1. Regulation

1.1 All spending of UPF's assets should be made with the following principles in mind:

- The long-term survival of the organization
- Consistency in economic procedures
- The best interest of the organization and its members. An expense should not be made if that interest is better served by spending the money elsewhere
- Sustainability

1.2 Committees independently manage their partial budgets. In doing so, the committees are responsible for abiding by the Economic Policy

1.3 The Presidents and the Treasurer manage the shared expenses. In doing so, the Presidents and the Treasurer are responsible for abiding by the Economic Policy.

2. Expenses

2.1 Any expense exceeding the amount of 3 000 SEK must be proposed as a motion and approved by the board at a board meeting.

2.1.1 Expenses which are covered by a committee budget, regular in character, and

naturally connected to the core function of that committee are considered exempt.

2.1.2 Shared expenses which are regular in character are considered exempt.

2.2 By decision of the board, project groups or committees can be granted the mandate to spend a certain allocation of money without following the procedures in point 2.1. Instead, the spending should be tied to a specific aim or purpose stated as the mandate is given.

2.2.1 This mandate and the exact allocated amount must be specifically addressed at a board meeting and approved through a formal decision

3. Reimbursement

3.1 Reimbursements of expenses are not guaranteed if an expense has not been made in accordance with the Economic Policy.

3.2 If an expense is made outside of the appointed budget, or against the economic policy, these steps are to be followed:

3.2.1 The involved people provides an explanation of the situation to the Treasurer and the Presidents

3.2.2 The Treasurer and the Presidents evaluate the situation together

3.2.3 A suggested measure is presented to the board, which votes on the matter

3.3 Reimbursements are to be processed within 4 weeks as long as all the necessary information is provided. Exceptions can be made due to unforeseen circumstances.

4. Firm signatories

4.1 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.

4.2 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 card(s) in conjunction with the monthly accounting.

4.3 The President and the Treasurer cannot attest their own receipts, 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.

5. Other regulations

5.1 When cash boxes are used for events, the heads of the organizing committee are responsible for them. A committee member or board member must be guarding them at all times.

5.2 All committee heads are responsible for making sure that they know which parts of their committee budget is tied to specific grants, and what this entails. The Treasurer is responsible for providing this information and assisting the committees in issues regarding this that might occur.

Attachment 8

Motion about Updating the Crisis and Risk Mitigation Policy

Background

The current policies are a bit outdated, suffer from weird formatting, and in need of being updated.

The Crisis and Risk Mitigation Policy has been restructured and updated. With less responsibility on the crisis group.

Purpose

The purpose of this motion is to have policies that are updated, efficient, clear, and usable.

Proposal

We propose that the board decides:

To adopt the updated Crisis and Risk Mitigation Policy

Carl Cotton, Hedda Carlsson, Miljaemilia Wala
Secretary, Vice President, Head of Activity

Attachment 8,1

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.

Purpose

UPF recognizes the need for and its responsibility for creating a crisis and risk mitigation policy in order 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 is 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 precedence.

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 police or hospital will contact the closest family members of the deceased.

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 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.

Attachment 9

Motion about Updating the Discrimination and Sexual

Harassment Policy

Background

The current policies are a bit outdated, suffer from weird formatting, and in need of being updated.

The Discrimination and Equal Treatment Policy and the Sexual Harassment Policy has been merged. This since they were very similar.

Purpose

The purpose of this motion is to have policies that are updated, efficient, clear, and usable.

Proposal

We propose that the board decides:

To adopt the updated and merged Discrimination and Equal Treatment Policy and Sexual Harassment Policy into the Discrimination and Sexual Harassment Policy

Carl Cotton, Hedda Carlsson, Miljaemilia Wala

Secretary, Vice President, Head of Activity

Attachment 9,1

Discrimination and Sexual Harassment 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 and sexual harassment to prevent it from taking place in the organisation. 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 sexual harassment, and the strive towards equal treatment and a safe working environment.

Purpose

The Association of Foreign Affairs in Lund (UPF) does not tolerate acts of sexual harassment or 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 sexual harassment and discrimination, as well as reassurance of equal treatment by helping the board and members to work preemptively.

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 with inclusion, diversity and representation.

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

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

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

1.4 Broad representation shall be considered important and kept in mind throughout the operations.

1.4.1 The association's representatives and members strive to consider the importance of diversity and representation for all parts of our operations.

1.4.2 Each committee shall keep in mind to present topics that represent a broad perspective of the world, and keep broad representation in mind within their operations.

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 & Indirect 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.

2.2.2 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.

2.3 Grounds of discrimination

2.3.1 Gender, gender transgressing identities or expressions: The individual's gender identification, whether it is man, woman, neither or somewhere in between, along with the individual's visual attributes of belonging to one of the genders or several of them.

2.3.2 Sexual orientation: People who identify with one or more of the LGBTQ+ groups.

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

2.3.4 Ethnicity: The individual's national or ethnical background, skin colour or similar circumstances.

2.3.5 Disability: 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.

2.3.6 Religious/spiritual conviction: Belonging to a specific religious/spiritual group or the individual's personal beliefs.

2.3.7 Age.

2.3.8 Political conviction: The individual's political opinions and standpoints.

2.4 Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature actions, including but not limited to the following:

2.4.1 Pressuring someone to participate in sexual acts to which they do not consent, or to which they cannot consent.

2.4.2 Unwelcome physical contact.

2.4.3 Unwelcome comments or actions of a sexual nature.

2.4.4 Sexual pranks, or repeated sexual teasing, jokes, or innuendo.

2.4.5 Spreading rumours or commenting on a person's sex life, sexuality, or appearance.

2.4.6 Repeatedly asking a person to socialize when the person has indicated disinterest.

2.4.7 Staring or leering.

2.4.8 Displaying pornographic or sexually explicit material.

2.5 Culture of Silence: 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 and Sexual harassment Contacts" (DSCs) 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.

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.

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 contacts present and available at all major and social events where alcohol is available. This person should be contactable and not drunk.

3.1.5 The contacts shall delete the content of their email inboxes at the end of the board year.

3.2 The President & Vice President must inform the Board of the content of this policy at the beginning of each board year. Board members who are also committee heads, must inform their active members about this policy at the same time.

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

3.4 Counteracting a culture of silence.

3.4.1 The association shall actively work to counteract and prevent all tendencies of culture of silence, the board has particular responsibility for this.

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

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

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

4.1 Reach out to the Discrimination & Sexual harassment Contact(s).

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

- Contact the President at president@upflund.se and/or the Vice President at vice.president@upflund.se

- Contact the Crisis Group at crisis@upflund.se

- Contact another Board Member, mail addresses can be found on www.upflund.se

4.3 If the individual does not feel that their claim is taken seriously by the association, they should contact AF at verksamhetschef@af.lu.se

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

5.1 The contact(s) should take decisions in agreement with the individual raising allegations. If it seems that a crime has been committed, the contact(s) should encourage the individual to report the incident to the police, but the contact(s) is not supposed to report the incident themselves. The contacts can always contact the crisis group and/or presidents if they need support.

5.2 The contact(s) should always carry out their work with the highest degree of discretion possible, especially concerning the identities of the person bringing allegations, and the person subject to allegations.

5.3 If the incident is deemed by the contact(s) as something that could cause a crisis for the association, the crisis group are to be involved and informed about the situation

5.4 If the incident results in a crisis for the association, the crisis group is responsible for handling the crisis, but in understanding with the contact(s). The contact(s) should still be the source of communication for the person raising allegations.

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

5.5.1 At this meeting, the contact person(s) 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, for example including the crisis group and/or presidents.

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

5.6 The contact(s) preferably meet with, or at the very least communicate with the person(s) who has been accused of discrimination.

5.6.1 At the meeting the contact(s) and preferably the crisis group (and/or presidents, 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 individual(s) accused feels comfortable with.

5.6.2 If the individual accused does not want to communicate and/or meet, the contact(s) is to proceed in accordance with this policy based on the information provided by the person who brings the allegation.

5.7 Following these meetings and/or communication, the contact(s) should try to establish what has happened, and based on this decide which of the sanctions outlined below should be taken. This can be done together with the crisis group and/or presidents if deemed necessary.

6. Potential sanctions following a sexual harassment or discrimination incident

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 if the situation is deemed acute. All these decisions taken can be overruled by the board at the next meeting, where the crisis group and the presidents are to present an evaluation of the situation and a suggestion on for how long possible sanctions should be upheld.

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 certain or all UPF events.

6.2 If the allegation of discrimination or sexual harassment brought by the contact(s) to the crisis group and/or presidents is deemed mild and does not require removal or prohibition of participation, the following measures shall be applied:

- Make sure the person accused understands what in their behavior was considered offensive and apologizes.

- Following this sanction, a discussion of further sanctions does not have to be initiated at the next board meeting.

6.3 Exclusion from the association should be considered the most severe sanction. If exclusion is not considered appropriate, the board can decide on the following sanctions:

6.3.1 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.

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

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

6.4 If exclusion is considered the appropriate measure, the crisis group and the presidents must initiate a discussion at a board meeting about excluding the accused person.

6.4.1 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.

6.4.2 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.

7. Rules of conduct regarding allegations of discrimination or sexual harassment

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 contacts, the crisis group members or the presidents are directly affected, or have close ties to the directly affected person(s), they should reserve themselves from partaking in the investigation.

7.3 If sanctions are taken, the crisis group and presidents must outline their actions, and the reasons for those actions, at the next board meeting.

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

7.5 Assumption of innocence.

7.5.1 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.

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