



ASSOCIATION OF FOREIGN AFFAIRS

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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.

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PURPOSE

The Association of Foreign Affairs in Lund (UPF) does not tolerate acts of sexual harassment or discrimination of any kind, and strives toward an open and inclusive environment in the association. UPF recognizes the need and its responsibility to work proactively to hinder harmful 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 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, et cetera, 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, email 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:

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

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.

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 people 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.