



ASSOCIATION OF FOREIGN AFFAIRS

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Stress Prevention and Management Policy

As an old and established student association with several committees working actively to spread knowledge 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 to avoid unsustainably high stress levels among board members, trustees, and active members.

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PURPOSE

As a student association, those involved in UPF are students who must balance their studies as well as their responsibilities in UPF. For many, this may cause high levels of stress. It is 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. 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 8AM to 10 PM Monday through Friday, and 10AM to 10PM 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 presidents 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 have 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 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 Presidents.

1.4 The Presidents and the Board

- 1.4.1 The presidents 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 vice-president shall aim at keeping an on-going discussion about stress levels within the board. For instance, the vice-president could inquire anonymously about stress levels at the beginning of board meetings or via questionnaires in for example google forms.
- 1.4.3 The presidents are 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 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 presidents is to provide suggestions on how to proceed.
- 1.4.4 The communication and checkups in relation to stress management between the presidents and the board should be continuous and not be limited to the individual talks twice a year.

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 provide 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.