



# ASSOCIATION OF FOREIGN AFFAIRS

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## 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 activities and events 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 rumours 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 contact persons (one man and one woman) should be chosen. One person should be a board member and the other person should be an active member. Preferably, one individual should also be part of the crisis group. It is the president's responsibility to ensure this. 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 communicate any 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.

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.

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

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

3.2 The contact person(s) should contact the crisis group.

3.3 Meet with or contact the person who brings the allegations of sexual harassment.

- 3.3.1 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 his/her choice. The composition of people attending can be adjusted to what the person bringing the allegation feels comfortable with.
- 3.3.2 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.
- 3.4 Preferably meet with, or at the very least communicate with the person who has been accused of sexual harassment.
  - 3.4.1 At the meeting the crisis group (and the president, if deemed necessary), will meet the accused individual(s), potentially with a support person of his/her choice. The composition of people attending can be adjusted to what the person bringing the allegation feels comfortable with.
  - 3.4.2 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.
- 3.5 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.
- 3.6 The association, and especially the crisis group and/or 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.

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

- 4.1 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.
  - 4.1.1 Removal from a position of responsibility within a committee.
  - 4.1.2 Removal from participation in a committee, a particular subgroup of a committee, or removal from all committee work.

- 4.1.3 Prohibition from participating in all UPF social events, or prohibition from participating in UPF social events where alcohol is served, even if the person is not a member of UPF.
  - 4.1.4 Prohibition from participating in all UPF lectures and public events, even if the person is not a member of UPF.
  - 4.1.5 The crisis group, together with the presidents, can decide for how long the abovementioned sanctions should be upheld.
- 4.2 The crisis group must initiate a discussion at the next board meeting about exclusion. If the matter concerns a board member, a discussion on whether or not an extra annual meeting should be called to exclude that board member.
- 4.2.1 According to § 2.5 of the association's bylaws, a member can only be excluded through a board decision.
  - 4.2.2 The board, the president or the auditor, may call for an extra annual meeting to exclude a board member.

## **5. Rules for conduct regarding allegations of sexual harassment**

- 5.1 The identity of the persons involved in the sexual harassment, along with any specific details concerning the sexual harassment, should not be shared with individuals outside of the crisis group and the presidency, unless this is unavoidable or unless that person has explicitly given his/her consent to do so.
- 5.1.1 If the board decides to have a discussion and/or a vote concerning a potential exclusion of 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.
- 5.2 If one or more of the crisis group, or the president, are directly affected, or have especially close ties to the directly affected persons, they should reserve themselves from partaking in the process. If this is the case, a substitute individual should be chosen by the remainder of the crisis group at an ad hoc basis. If a member of the crisis group, or the president, does not reserve themselves, contrary to the opinion of the crisis group, the remaining of the crisis group may remove him/her from the process.
- 5.3 The authority to interpret this policy is held by the crisis group. If the crisis group are unsure about an interpretation, they may turn to the president for guidance. If, due to the reasons outlined above, one or more of the crisis group and/or the

president are unable to take part in this process, then their interpretative authority is passed on to whomever takes their place.

5.4 The crisis group and/or president must outline their actions, and the reasons for those actions, at the next board meeting.

5.4.1 If the crisis group and/or president decide not to take action, this must also be reported to the board.

5.4.2 Note that the identity of the persons involved should not be shared with the board, as outlined above, unless that person has explicitly given his/her consent to do so, or if it is deemed unavoidable.

5.5 The crisis group should direct the concerned individuals to and recommend the use of Studenthälsan or other equivalents following an incident.

5.6 The crisis group should direct the concerned individuals to, and recommend them to reach out to the police in an incident of sexual harassment, as well as provide their full support during this process.