



## Sexual harassment and Anti-discrimination policy

UF Uppsala is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment. In the UF bylaws §2.1 it is written that the association is leaning on the UN declaration on Human Rights as well as the European Council's convention on Human Rights. In bylaw §2.4 it is stated that the association shall strive for equality and diversity. The purpose of this Policy is to clearly define how the association should prevent and handle acts of discrimination and sexual harassment. UF Uppsala operates with a zero tolerance policy for any form of sexual harassment and discrimination within the association. The association treats all incidents seriously and promptly investigates all allegations brought to our attention.

### Definitions:

**Discrimination:** UF Uppsala bases the definition of discrimination on the interpretation made by Diskrimineringsombudsmannen, DO. "A simplified description of the [Swedish] law's definition of discrimination is that someone is disadvantaged or offended. The disadvantage or violation must also be linked to one of the seven grounds for discrimination. These are sex, gender identity or expression, ethnicity, religion or other beliefs, disabilities, sexual orientation and age."

**Sexual Harassment:** Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. Anyone can be a victim of sexual harassment. The following are some actions that can be examples of sexual harassment. Importantly, sexual harassment can include any conduct of a sexual nature which is unwanted and unwelcome by the recipient. The power relations between the harasser and the harassed is to be taken into account when handling an inquiry.

1. Physical
  - a. Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
  - b. Physical violence, including sexual assault
  - c. Physical contact, e.g. touching, pinching
2. Verbal
  - a. Sexual comments, stories and jokes
  - b. Sexual advances
  - c. Repeated and unwanted social invitations for dates or physical intimacy
  - d. Spreading rumours or commenting on a person's sex life, sexuality, or appearance
  - e. Sending sexually explicit messages or insisting on socializing even though the person has said no.
3. Non-verbal
  - a. Display of sexually explicit or suggestive material
  - b. Sexually-suggestive gestures
  - c. Whistling or leering



## Preventative measures

To create a channel for our members to bring up their experiences of sexual harassment or discrimination the association should have three or four contact persons that will handle all inquiries and present them to the board if necessary. Two of these should be internally selected from the board, ICP's, and one or two are external. The external contact persons, ECP's, will be the previous years ICP's. The role as a Contact Person thus extends over two boards, first as an ICP and later as a ECP. The ICP's are the primary contact persons given that they are actively present in the everyday operation of the association. The role of the ECP's is more advisory and to serve as an alternative contact channel should the ICP's be biased or personally involved.

1. Coinciding with the annual meeting in October, two ICP's from the active board will be appointed by the president in consensus with the External Contact Persons, ECP's. The ICP's should not be of the same gender.
2. In May of the same operational year, at least one, ideally both, of the ICP's will take over the role as ECP(s) and be active in that role until May the following year coinciding with the electoral meeting.
3. During the summer, the ECP's will act alone in the role of contact person, until October when they will help select the two new ICP's from the new board (see point nr. 1).
4. The ICP's should be given an email address each and there will be one for the ECP's. The email addresses alongside their names should be clearly and visibly displayed
  - a. On the website
  - b. In Office
  - c. In all of the associations social media channels in the beginning of each semester
  - d. Other relevant public and internal events
5. With the consent of the contact persons their personal phone numbers will be published as well.
6. There should also be an anonymous channel available on the website to the contact group..
7. The president and the vice president and ECP's are responsible for informing the board and the trustees of the content and practicalities of this policy at the beginning of every board year.
8. The ICP's are, alongside the heads of each group, responsible for providing information about this policy and their role internally in the association, for example by visiting every group each semester.

## Measures to take following a case of discrimination or sexual harassment

### General guidelines

- If a member of the contact group and/or the board is personally involved or biased towards a party they should reserve themselves from partaking in the process.
- The contact persons can make a case without specific allegations being brought to them, if they become aware of a violation of the organization's bylaws, ex officio.



- In case of an anonymous inquiry, the only step that can be taken is number 3. No sanctions can be issued if the accuser does not step forward.
- If the allegation is not personal but rather a structural problem step 1 and 2 shall be taken. Afterwards the contact group shall inform the presidium who shall make a strategy to address the issue.

### **Process of handling an allegation**

1. Upon inquiry, the contact person should offer a meeting with the individual in a public place, for example in a park or in a café. In case there are any expenses related to this UF Uppsala will cover them.
  - a. The first measure to be taken when allegations of sexual harassment or discrimination is brought to the attention of the ICP's or ECP's is to see if a potential crime has been committed. In that case the contact persons shall encourage and help the individual to contact the police.
  - b. If the individual is in need of professional help, for example a psychologist, the contact persons shall refer them to Studenthälsan or other appropriate facilities.
  - c. The role of the contact person is not to replace professional help or authorities, but to handle the potential consequences within the association.
2. The identity of the individual making an allegation, and the allegation itself shall at this stage not be discussed outside of the contact group if no extraordinary circumstances demand it.
3. After the meeting, the contact who received the allegation should have a meeting with the rest of the contact group.
  - a. The contact group then discusses the severity of the action and possible ways forward.
    - i. If the allegation isn't severe and does not require a sanction the contact group can decide to solve the situation without involvement of the board.
    - ii. If the allegation is severe and might require a sanction the contact group should prepare a case that should be brought to the board.
4. Then a contact person has a meeting with the accused to explain and get their point of view
  - a. Without the need of sanctions, the contact person can then issue a warning and close the case.
5. If the individual accused does not want to meet, the contact group is to proceed in accordance with this policy based on the information provided by the person who brings the allegation.
6. After meeting with the parties of the case, the contact group is to put together a report of what has happened to bring to the board with a suggestion of sanction(s).
7. The possible sanctions are the following
  - a. Excluded from participating in a certain group for a certain time
  - b. Forbidden to participate in UF Uppsalas social events for a certain time
  - c. Forbidden to participate in UF Uppsalas public events for a certain time
  - d. Removal from a position in a group
  - e. Excluded from the association



8. These measures can be taken in accordance with the bylaws with a 75% majority of the board agreeing to them.
9. After closing a case the contact group shall compile an anonymized report of their reasoning and handling. This is to be kept at the drive and archive of UF Uppsala.
  - a. When a report has been written all other information about the case shall be deleted.