



# Language Policy

## 1. Validity

This policy concerns all activities organized by LundaEkonomerna.

## 2. Purpose

The purpose of LundaEkonomerna is to work in the best interest of the students. Therefore, it is necessary to have a good structure in how to make all the activities within the organization accessible to all students at Lund University School of Economics and Management. Since there is a large number of international students at LUSEM, LundaEkonomerna should use English as the primary language in the communication with all students.

## 3. General Policy

The written and spoken communication within LundaEkonomerna is to primarily be conducted in English. All written and spoken information and marketing should be in English.

### 3.1 The website

The website should be in English. The general responsibility for the home page falls upon the Head of Communications in the Board.

### 3.2 Marketing communications

All marketing published by LundaEkonomerna should be in English. The person responsible for marketing in the Board has the right to reject marketing drafts written in other languages.

### 3.3 The General Council

The spoken language in the General Council should be English.

### 3.4 Event

The policy also applies to all events arranged by LundaEkonomerna.

### 3.5 Implementation

The presidents of each of the committees and projects are responsible for all the activities that falls under their jurisdictions implementation of the policy. The presidents and project leaders are also responsible for informing other committee and project members of the policy to ensure that it is followed. It is also up to the Head of International Affairs in the Board to uphold the level of English in LundaEkonomerna.

## 4. Exceptions for the general policy

### 4.1 Regulation documents

Documents such as the statute and policies are to be available in both English and Swedish. The Swedish statute should be applied for all activities regarding the Union.

#### **CONTACT      POSTAL ADDRESS**

+46 723 22 00 44  
v.president@LundaEkonomerna.se  
www.lundaekonomerna.se

Tunavägen 37  
223 63, Lund



## LE Equal treatment Policy

### §1 Background

§ 1.1 LundaEkonomerna exists in order to represent the interests of the students at Lund University School of Economics and Management. The main task is to represent the students towards the University by monitoring and reviewing educational issues. LundaEkonomerna also works closely with the business community in terms of organizing joint activities for students as well as coordinating a wide range of social activities. Ensuring that all members are treated equally is one of the brickstones of the organisation.

### §2 Validity

§ 2.1 This policy concerns the entire organization of LundaEkonomerna Student Union, and applies to all its members in accordance to the Union Statute.

### §3 LundaEkonomerna does not accept

§ 3.1 That any individual gets exposed by offensive, unwelcome and/or special treatment, or gets treated differently or improperly due to their sex, gender identity, ethnicity, religion or other beliefs, physical disabilities, age and/or sexual orientation.

### §4 LundaEkonomerna should

§ 4.1 Ensure that all individuals are treated equally in a fair and justice way.

§ 4.2 Strive for being a diverse and including student organization in its entirety.

§ 4.3 Ensure that offensive events and happenings are followed up and measures are enforced to prevent the occurrence of such situations occurring in the future.

§ 4.4 Communicate the above mentioned messages towards both internal and external partners.

§ 4.5 Work proactively to prevent violations against this policy.

§ 4.6 Ensure to communicate this towards all members of the organisation.

### §5 Use of LE Disciplinary Policy

§ 5.1 Violations against this policy shall always be handled in accordance with the LE Disciplinary Policy.

### §6 Support for members

§ 5.1 A person who has been subject to unequal treatment shall immediately contact the President of LundaEkonomerna. The person can also contact someone outside of the organisation, for example the student counselors at LUSEM.



# Alcohol, Drug and Safety Policy

## 1. Background

LundaEkonomerna exists in order to represent the interests of the students at Lund University School of Economics and Management. The main task is to represent the students towards the University by monitoring and reviewing educational issues. LundaEkonomerna also works closely with the business community in terms of organizing joint activities for students as well as coordinating a wide range of social activities. This Alcohol, Drug and Safety policy applies to all events organized by LundaEkonomerna.

## 2. Purpose and Vision

The purpose with this policy is to favor healthy drinking and contribute to a welcoming and fun environment with safe alcohol distribution at all LundaEkonomerna's events. The purpose is not to prevent students visiting LundaEkonomerna's events from drinking alcohol.

LundaEkonomerna shall promote a healthy attitude towards alcohol to avoid and reduce the risks for social and medical harm among our members. It shall always be easy to choose a non-alcoholic alternative and no one shall feel prompted to drink alcohol at any of LundaEkonomerna's events. Swedish alcohol law shall always be applied.

The long-term goal is that alcohol shall never be in focus at LundaEkonomerna's events and consumption shall be held at a reasonable level. Everyone shall feel welcome to LundaEkonomerna's events regardless of individual drinking preferences.

## 3. Responsibility according to the Swedish Alcohol Act

According to the Swedish alcohol act (ch.11 §9), a person who serves alcohol is also responsible for possible consequences. It is strictly illegal to serve alcohol to a minor, or to an intoxicated individual. The holder of the alcohol authorization is held responsible, unless denounced by the Lund Municipality alcohol authorization.

## 4. Policy for LundaEkonomerna's events

### 4.1. Application and Usage of the Policy

LundaEkonomerna's Alcohol, Drug and Safety policy shall be communicated and actively worked with within the union. The Collegium shall be aware of the policy and all events with alcohol must comply with the policy.

The President of LundaEkonomerna has the responsibility to apply for the union's alcohol permit, and is responsible for ensuring that the policy is reviewed and being followed.

### 4.2. External Events

Events marketed to an open crowd of LundaEkonomerna's members are considered external events. All external events with beverage service (alkoholservering) shall have an approved alcohol license by the local authorities.

The President of LundaEkonomerna has the responsibility to apply for alcohol permit provided by the local authorities. Thus, the committee head responsible for an event with alcohol service has to contact the President as soon as the event plan is set, at least four weeks ahead of the event.



#### **4.3.2. Appreciation Events**

Alcohol shall never be used as a main incentive for active members to attend an appreciation event. If alcohol is being served at an internal event with the purpose of rewarding active members and/or staffers, alcohol shall be offered to a reasonable amount. There shall always be non-alcoholic beverages and water available. Free alcohol shall never be the motive to attend an event.

#### **4.4. Skånis**

Skånis is LundaEkonomerna's Union building that is free to use by all members of LundaEkonomerna. Skånis is not to be used for external events with beverage service. Rare exceptions may be accepted by the Board of LundaEkonomerna that makes sure that necessary permits are applied for e.g. alcohol permit or permit for noise level.

Skånis may be used for internal committee dinners and smaller staff parties to show gratitude to those working for LundaEkonomerna. Alcohol may then occur but in reasonable quantities, it should always be easy to choose a non-alcoholic alternative and no one should feel prompted to drink alcohol.

#### **4.5. Safety**

The premises should follow the fire safety regulations, where the exit signs are clearly visible and not blocked. The maximum number of people allowed in the premises by the safety and fire regulations should be followed.

The guard is responsible for making sure that all guests of LundaEkonomerna's events with beverage service are of legal age (18 years old and above). Guards are always present at external events, and they are responsible for the entrance and exit to the event.

#### **4.6. Drugs**

All forms of illegal drugs are forbidden at events arranged by LundaEkonomerna. If there are indications that an active member is affected by or in possession of illegal drugs, he or she shall be discharged of his or her current responsibilities within LundaEkonomerna. The incident shall also be reported to the police.

If there are indications that a guest at one of LundaEkonomerna's events is affected by or in possession of illegal drugs he or she shall be dismissed from the premises. The incident shall also be reported to the police.

### **5. Use of LE Disciplinary Policy**

Violations that are not treated in this policy shall be handled in accordance with the LE Disciplinary Policy.

## **6. Support for Members**

### **6.1. The Student Health Centre (Studenthälsan)**

The Student Health Center provides information, guidance and help for a healthy student life. It functions as a resource in case of suspected risk behavior with drugs or alcohol of students.



# Policy for the Novice Period

## 1. Background

Lund University School of Economics and Management enrolls about 500 students at bachelor level each fall semester and 200 students at bachelor level each spring semester. In order to welcome and embrace all these new students LundaEkonomerna arranges a Novice Period. The Novice Period starts off with the traditional Novice Week that starts one week prior to the first day of the semester. Thereafter, the Novice Period continues with two to three less intensive weeks into the semester, and ends with the Novice Party.

## 2. Purpose and Vision of the Novice Period

The purpose of LundaEkonomerna's Novice Period is to welcome first time students at bachelor level to LUSEM. The Novice Period shall be a fun and welcoming introduction to the student life including everything from studies, social life and future career opportunities. The Novice Period is the first contact the novices have with LundaEkonomerna, their Student Union. That is the reason why it is important for the Union to be represented in a good way.

Our vision is that LundaEkonomerna's Novice Period will be an obvious choice for all first year students at LUSEM where everyone will feel welcomed and included. The novices that have taken part in the Novice Period will understand what it means to be a LundaEkonom.

## 3. Purpose of the Policy

The purpose with this policy is to clarify the purpose of LundaEkonomerna's Novice Period. The policy shall provide guidance in the process of arranging LundaEkonomerna's Novice Period as well as concretize the responsibilities for organizers of, and faddrar during, the Novice Period.

The Novice Period shall be evaluated each semester by The Novice Committee together with a member of the board of LundaEkonomerna. The policy shall then be reviewed and revised when necessary.

## 4. Guidelines for the Novice Period

### 4.1. Guidelines for the Novice Period

§ 1 The Novice Period shall be arranged in line with LundaEkonomerna's overall strategies as well as other policies, particularly The Alcohol, Drug and Safety Policy and the Equality Policy.

§ 2 The Novice Period and all the events included are arranged for LundaEkonomerna's members only.

§ 3 All activities arranged by LundaEkonomerna during the Novice Period shall be free from alcohol unless the local authorities have approved an alcohol license. This includes activities arranged during both day and night time.

§ 4 Skånis after parties may only be arranged during the first week of the Novice Period and shall end no later than 4.00 a.m. No alcohol is allowed at the after parties.

§ 5 No games or competitions arranged during the Novice Period shall conflict with existing laws, regulations or policies that LundaEkonomerna operates under. All correction, bullying, discrimination or violation of individual privacy is strictly prohibited. Games and competitions arranged by LundaEkonomerna shall neither force someone to do anything against their will nor include alcohol.



# LE Disciplinary Policy

## 1. Background

§ 1.1 LundaEkonomerna Student Union (known from this point onwards as 'LundaEkonomerna') exists in order to represent the interests of the students at Lund University School of Economics and Management (LUSEM). LundaEkonomerna endeavours to always maintain a safe student environment for all its members, free from any form of discrimination and type of harassment. The Student Union has a zero-tolerance for any violations to these type of incidences, meaning serious measures will be taken in the event of these grounds being breached.

## 2. Purpose

§2.1 If a member of LundaEkonomerna has been discriminated and/or harassed by another person, a disciplinary action in accordance with LundaEkonomerna's Disciplinary Statute shall be adopted, unless otherwise stated in LundaEkonomerna's Formal Policies.

§2.2 The purpose of LundaEkonomerna Disciplinary Policy is to distinguish if a disciplinary action by LundaEkonomerna ought to be taken.

## 3. Validity

§3.1 This policy concerns the entire organization of LundaEkonomerna Student Union, and applies to all its members in accordance to LundaEkonomerna's Union Statute.

## 4. Formal definitions

§4.1 *Discrimination* - The unjust or prejudicial treatment of different categories of people by the basis of their ethnicity, sex, gender identity or expression, religion or other belief, disability, sexual orientation or age.

§4.2 *Sexual harassment* - Unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

§4.2.1 *Physical conduct* - Physical conduct may include unwelcome physical contact, physical violence, including sexual assault and the use of threats or rewards to solicit sexual favors.

§4.2.2 *Verbal conduct* - Condescending or paternalistic remarks or comments, repeated and unwanted social invitations for dates or physical intimacy, insults based on the gender of the member



## 8. Contact, LundaEkonomerna

§8.1 The President of LundaEkonomerna is the utmost responsible in the organization for Disciplinary matters.

Contact details for people primarily responsible for this document in the Board are:

1. LundaEkonomerna's President - *Adam Åberg*, 0723-220033,  
[president@lundaekonomerna.se](mailto:president@lundaekonomerna.se).
2. LundaEkonomerna's Vice President - *Jakob Bratthall Tideman*, 0723220044,  
v.[president@lundaekonomerna.se](mailto:president@lundaekonomerna.se).
3. LundaEkonomerna's Internal Relations Manager - *Karin Funegård*, 0723220041.  
[int.rel@lundaekonomerna.se](mailto:int.rel@lundaekonomerna.se).
4. LundaEkonomerna's Treasurer - *Rebecka Olin*, 0723220055.  
[treasurer@lundaekonomerna.se](mailto:treasurer@lundaekonomerna.se).

## 9. Contact, LUSEM

§9.1 Issues related to your education, we advise you to contact your programme/course coordinator or the head of the department to discuss the issue or complaint.

Other contacts:

President of LUSEM's Committee for Equality and Equal Treatment - *Kristina Artsberg*, +46 46 222 75 01, [kristina.artsberg@fek.lu.se](mailto:kristina.artsberg@fek.lu.se).

## 10. Contact, Lund University and other organizations in Lund

§10.1 Lund University's Emergency Number: +46 46 22 20 700.

§10.2 **Tellus** is a three-year project aimed at reinforcing the preventive work against sexual harassment at Lund University. The project, initiated by vice-chancellor Torbjörn von Schantz, will contribute to a safe study and work environment for all students and staff at the University.

Project Leader of TellUs Lund University, *Anette Agardh*, [anette.agardh@med.lu.se](mailto:anette.agardh@med.lu.se).

§10.3 The **Student Health Center** provides information, guidance and help for a healthy student life. It functions as a resource in case of suspected risk behavior with drugs or alcohol of students. They offer support, information and options of care and work mainly preventive with alcohol and drug addiction.



## **Policy for Media relations**

### **1. General Policy**

For LundaEkonomerna, it is important to have good media relations and the ability to speak up when needed. It is also important to make sure LundaEkonomerna plays a large role of the medial impact in order to get interpretative prerogative.

Comments in media can be divided into activities that strengthens the brand or contributing to a campaign or an issue. The comments can also be reactive, that is when we are asked/invited to answer/comment a topic.

We speak up and express our opinions as a Union, but only when it is adding supportive inputs to us as an organization. We speak in a positive and professional manner; we do not intimidate or backtalk others. We add information to current topics that are affecting us and enlighten solutions that can be used to solve the situation.

### **2. Principles and guidelines**

The reason of using communication with media is to strengthen our brand. The contact with journalists and representatives of the media industry should be characterized by:

- Professionalism
- Candidness
- Honesty

It is also important to make sure that the contact with the media is characterized by availability and quick responses. The credibility is strengthened if people with expertise in the specified area are in contact with media and that they are trained to do so.

### **3. Responsibilities**

The President of LundaEkonomerna is responsible for being in contact with all different kinds of media, he or she appoints spokes people and is responsible for creating strategies and messages in response to the situations that are being observed in the media.

The President of LundaEkonomerna should, to the greatest extent possible, be reachable through his or her cellphone. If the President is unreachable the Vice President of LundaEkonomerna should be contacted instead. These two are the only ones that are allowed to communicate with media unless a special permit has been issued by the President or the Vice President.

### **4. Do's and don'ts when in contact with media**

Always contact the President of LundaEkonomerna.

The President of LundaEkonomerna is responsible to create a standardized and clear structure of the Union in the media. It is also the responsibility of the President to help, support and guide those members that are in contact with media.

Hence: Always contact the President if you are contacted by a journalist!





**Created** 2015-05-29

**Revised** 2019-03-11

§ 8 The faddrar shall not supply the novices with any alcoholic beverages during the Novice Period.

§ 9 There must be at least one sober fadder in each fadder group that abstains from alcohol entirely each day and night.

§ 10 The faddrar must not take advantage of their position. Novice-frid shall be maintained during the entire week.

§11 If there are any international students in the group, all faddrar are responsible for communicating in english.

## **5. Use of LE Disciplinary Policy**

Violations that are not treated in this policy shall be handled in accordance with the LE Disciplinary Policy.

**CONTACT** **POSTAL ADDRESS**

+46 723 22 00 77  
www.lundaekonomerna.se

Tunavägen 37  
223 63, Lund



# Policy for membership and participation in our events

## 1. Validity

This policy concerns all activities organized by LundaEkonomerna.

## 2. Purpose

The purpose of this policy is:

§ 1 To ensure a consistent and high membership ratio among the students at Lund University, School of Economics and Management LUSEM.

§ 2 To ensure that those who participate in our activities are members of the Student Union in accordance with the Studentlund agreement or supporting members of the student union.

## 3. General Policy

Committees and projects that organize events with participating students should take all necessary steps to ensure that the participants are members of the Student Union. When marketing an event it should be clearly stated that the event is for members of LundaEkonomerna only. The committee organizing the event should control the membership of participants at the entrance before the event starts.

## 4. Exceptions for the general policy

§ 1 Surveillance of the education at LUSEM is not considered by this policy. The Student Union will continue to assist students at the school with educational matters regardless if they are members of the StudentUnion or not.

§ 2 Events that take place on general school premises with a lot of passing students (eee) are not included in this policy. This exception only applies people visiting the fair, not the students visiting other events (e.g. conference, career talks, etc.)

§ 3 According to the statute a supporting member has all rights as an ordinary member except the right to be a member of the General Council or to be voting in the election of the General Council.

### CONTACT

+46 723 22 00 44

v president@LundaEkonomerna.se

www.lundaekonomerna.se

### POSTAL ADDRESS

Tunavägen 37

223 63, Lund



**Created** 2005-10-20

**Revised** 2009-11-17

**Revised** 2013-10-01

**Revised** 2016-01-20

**Revised** 2017-11-24

## Policy for ticket sales

### 1. Validity

The following statement applies to the sale of tickets for the "sittningar", after parties and other events arranged by LundaEkonomerna. These events involve transferring of money for the participants.

### 2. The following relates to the sale of tickets

§ 1 The organizer of the events must inform the Treasurer before ticket sales begin and send the information required in order for the Treasurer to create an event through Tickset (used since 2017). The required information is name of event, place, time, general information and if other information is needed (seating, food preferences etc.)

§ 2 A registration list will be created to ensure that all payments can be linked to the location of the event the sales concerns. If the tickets are physical they should be kept with the Treasurer at times when they are not used.

### 3. The following also relates to the sale of tickets

§ 1 Refunds for tickets are only made when the cancellation is of a valid reason and is received no later than ten days before the scheduled event, this might not apply if other external partners have different deadlines. The organizer of the event has the ultimate responsibility to decide what constitutes as a valid reason. Consideration must be given to the fact whether there will be a cost for LundaEkonomerna.

§ 2 After party tickets must be stamped with a LundaEkonomerna stamp.

§ 3 No tickets may be printed without the Treasurers approval.

**CONTACT      POSTAL ADDRESS**

+46 723 22 00 77  
www.lundaekonomerna.se

Tunavägen 37  
223 63, Lund



# Internal Representation Policy

## 1. Validity

This policy concerns all activities and events arranged by LundaEkonomerna.

## 2. Purpose

The purpose of this policy is to standardize who are entitled to discounts on LundaEkonomerna's events as well as who should receive invitations and free invitations.

## 3. Interpretation of the Policy

If certain matters are not covered in the Internal Representation Policy, the Board of LundaEkonomerna decides how to proceed. The Board also has interpretive precedents of this policy. There is a difference in an "invitation" and a "free invitation". An "Invitation" gives the recipient the possibility to attend the event where as a "free invitation" means that the recipient may attend the event free of charge. Discounts and other subsidies for members of LundaEkonomerna that does not concern events or activities, such as merchandise, will be decided by the Board and is not a part of this policy.

## 4. The Board

### 4.1 The Board members are entitled to

- Free invitation to all events arranged by LundaEkonomerna
- Free invitation plus four invitations to Vinterbalen

### 4.2 Previous Board members are entitled to

- Last year's Board members receive free invitations to Vinterbalen
- All previous Board members receive invitations to Vinterbalen

## 5. The Collegium

### 5.1 The Collegium are entitled to

- 35 % discount on all social sittings and parties arranged by LundaEkonomerna
- Invitation and 35% discount on the ticket for Pytten
- Invitation and 25% discount on the ticket for Vinterbalen
- Collegials who work with company relations are invited to the annual corporate dinner
- All collegials are invited to the corporate mingle



- Invitation with 35% discount to Pytten
- Free invitation to The Astro Gala

## **10. Inspector & Pro Inspector**

### **10.1 The Inspector and Pro Inspector are entitled to**

- Invitation plus one to all events they wish to attend

## **11. Exceptions to the policy**

### **11.1 Sexmästeriet**

Members of Sexmästeriet are entitled to a discount on social sittings as well as Pytten for two semesters following the end of their mandate period. For all other events arranged by LundaEkonomerna they should pay full price.

- 35% discount on all social sittings arranged by LundaEkonomerna
- 35% discount on ticket for Pytten
- 25% discount on the ticket for Vinterbalen

### **11.2 The Astro Gala**

- All members of LundaEkonomerna pay full price for the Astro Gala with exception from the Board and the Seniors Collegium

## **12. Other Invitations**

### **12.1 Vice-Chancellor of Lund University are entitled to**

- Free invitation plus one to Vinterbalen

### **12.2 Dean of Lund University School of Economics and Management are entitled to**

- Free invitation plus one to all parties arranged by LundaEkonomerna

### **12.3 The CEO of Stiftelsen Partnerskapet are entitled to**

- Free invitation plus one to Pytten and the corporate dinner

### **12.4 The King and Queen of Sweden are entitled to**

- Free invitation plus one to Vinterbalen



## **Policy for contact with unethical companies and institutions**

### **1. Validity**

This Policy covers all activities within LundaEkonomerna. All decisions regarding: cooperation, sponsoring and advertisement with below mentioned industries must be approved by the board.

### **2. Companies active within the alcoholic beverages and gambling industries**

#### **2.1. Cooperation**

LundaEkonomerna cooperates with the companies within the industries of alcoholic beverages and gambling in their career events. Career events include career fairs and company exclusive events.

#### **2.2. Sponsoring**

LundaEkonomerna does not accept any kind of sponsoring from companies within the above-mentioned industries.

#### **2.3. Advertisement**

LundaEkonomerna does not accept any kind of product advertisement for the above-mentioned industries.

The board of LundaEkonomerna owns the final responsibility to discuss and decide whether a company is to be classified as a company within the alcohol industry or the gambling industry.

### **3. Tobacco companies according**

#### **3.1. Cooperation**

LundaEkonomerna does not cooperate with tobacco companies. This is valid both for career events and other events.

#### **3.2. Sponsoring**

Sponsoring from tobacco companies are forbidden by Swedish law.

#### **3.3. Advertisement**

LundaEkonomerna does not accept any kind of advertisement from tobacco companies.

The board of LundaEkonomerna owns the final responsibility to discuss and decide whether a company is to be classified as a company within the tobacco industry.

### **4. Weapon- and sex industry**

LundaEkonomerna does not, in any way, cooperate or accept sponsoring from companies within the weapon or/and sex industry.

The board of LundaEkonomerna owns the final responsibility to discuss and decide whether a company is to be classified as a company within the weapon industry or the sex industry.



# Policy for Business Contact with employment agencies, talent networks and headhunting companies

## 1. Validity

This policy concerns all operations within LundaEkonomerna. All decisions regarding partnerships, sponsorships and advertising is done in consultation with the Board.

## 2. Employment agencies and headhunting companies

Partnerships with employment agencies and headhunting companies may only occur at career fairs. LundaEkonomerna does not accept any form of sponsorship from employment agencies or headhunting companies. LundaEkonomerna accept advertising from agencies, only in the form of job ads on their own career page at LundaEkonomerna's website.

The Board of LundaEkonomerna has the ultimate responsibility to discuss and decide whether a company is to be classified as an employment agency or headhunting company.

## 3. Talent network

LundaEkonomerna does not accept any form of cooperation, sponsoring or advertising from talent networks.

The Board of LundaEkonomerna has the ultimate responsibility to discuss and decide whether a company is to be classified as a talent network.



# Marketing Policy

## 1. Validity

This policy concerns all marketing activities within LundaEkonomerna.

## 2. Purpose

The purpose of this policy is to lay the foundation for an organization-wide unitary marketing strategy and maintain the LundaEkonomerna brand.

## 3. General Policy

All marketing material published by LundaEkonomerna must be in English. All marketing material published by LundaEkonomerna should be double checked by the project leader that is responsible for the committee. This in order to maintain quality and ensure the material is in line with the equality policy.

In the use of different marketing channels, it should be made clear that the committees/projects are a part of LundaEkonomerna. Never put up posters or equivalent outside of LUSEM. All graphic material shall follow the guidelines in the LundaEkonomerna Brand Book. Always have the overall picture in mind when creating communication and marketing material. We work as one Student Union together.

The Communicator in the Board has the right to reject marketing materials not following this policy and allow exceptions from the policy.

## 4. Exceptions for the general policy

### 4.1 Use of language

Companies or special interest organizations are allowed to publish their marketing material only in Swedish, after consulting with at member of the Board. More information is available in the Language Policy.

### 4.2 Marketing outside of LUSEM

Light is allowed to put up posters and printed material outside of LUSEM since they have to market towards external people.

## 5. The Marketing Group

LundaEkonomerna recommends committees/project to be in contact with The Marketing Group regarding graphic design, photography and other marketing issues. Their primary function in LundaEkonomerna is to support other committees/projects in their work.

## 6. Communication channels

### 6.1 LundaEkonomerna Website

Our website shall be updated with current information at all times. This is our main source of information and news. The Project leaders are responsible for making sure all necessary in-

#### CONTACT

+46 723 22 00 44

v.president@LundaEkonomerna.se

www.LundaEkonomerna.se

#### POSTAL ADDRESS

Tunavägen 37

223 63, Lund





## Policy for Repayment for phone calls

### 1. Validity

This Policy concerns all the activities where you use your private phone within LundaEkonomerna for domestic phone calls.

### 2. Decision making structure

In cases in which the whole repayment or parts of it seem unreasonable according to the Treasurer, it is possible to decide that the repayment or parts of it will not be paid back. If you want to appeal the decision, a written appeal should be given to the Board.

### 3. Accounting of phone calls

All spendings should be proven by a specification of the call, without the specification the money cannot be reimbursed. When it comes to the accounting of the reimbursement of the call, it should be done according to the instructions of the Treasurer.

### 4. Exceptions

§ 1 The full-timers have their own cellphones paid by LundaEkonomerna.

§ 2 If calls are made to foreign numbers, it is mandatory to use the telephone at Skånelången.



## Policy for the usage of bank cards

### 1. Validity

This policy regards all activities involving LundaEkonomerna's bank- and credit cards.

### 2. Order of decision

Decisions regarding the bank cards can be made by the Treasurer together with the President. Seeing as it is the Treasurer who is responsible for the current recording of transactions of the Union, it is the Treasurer who has the last deciding power regarding the daily usage as well as the obtaining of new bank- and credit cards.

### 3. Bank cards

The Union ought to strive to minimize the number of bank cards owned by the Union in order for the Treasurer to be able to follow up inappropriate usage of the bank cards. If there is value in a committee or project possessing their own bank card, because of a high amount of expenses, then the amount of bank cards can be expanded.

The eee Committee ought to have their own bank card in order to make less work for the treasurer with private expenses, to give the finance coordinator more responsibility and avoid large amounts of excessive expenses during the time leading up to the fair. The bank card is renewed every year and is assigned to the elected Project Leader responsible, which includes strict responsibility for the person whose name is on the card as well as the finance coordinator.

The committee cards are bank cards that are assigned to the Treasurer and the President. This card can be lent out to the president of a committee or members of a committee when needed. It is up to the Treasurer to decide whether the card should be lent out. The committee card is kept in the Treasurer's safety deposit. When the bank card is lent out, the responsibility of the card and all its transactions is transferred to the president of the committee during the time that the card is borrowed. In order to keep track of the bank card it is the Treasurer's responsibility to maintain a functioning system that tracks the usage of the bank card to the relevant active member.

The President and the Treasurer possess one bank card each, which is connected to the company's check account signed with their respective names with the purpose of authorized signatory. It is both the President's and the Treasurer's obligation to ensure that the bank card's receipts are collected and reach the organization's accounting. These bank cards can be lent out, and it is the responsibility of the Treasurer and the President to track who is responsible for missing receipts. It is the choice of the Treasurer and the President how usage of the bank cards is handled, however, since the bank cards are connected to large amounts of money it is preferable that the committee card is only lent out to the president of a committee.

### 4. Accounting

The accounting of bank card purchases is handled according to the instructions of the Treasurer.

### 5. Report of missing cards and possible misuse

Missing cards shall hurriedly be reported to the Treasurer and follow accepted routines regarding the type of card that is missing. In the case of misuse, replacement shall be demanded; otherwise legal actions will be partaken.



## Policy for job advertisements

### 1. Validity

This policy concerns all job advertisement activities within LundaEkonomerna.

### 2. Purpose

The policy should be used as a tool for selection of job advertisements towards members of the Student Union and/or students at LUSEM.

### 3. General Policy

All job advertisements through LundaEkonomernas different channels for marketing of job opportunities should follow these specific criteria. Job advertisements should be targeting graduates and/or students at LUSEM with a clear connection to their education within business administration, economics, informatics, business law, economic history and/or statistics.

Openings that are to be considered:

- Full-time positions
- Part-time positions
- Internships
- Trainee openings
- Subjects for thesis
- Other related openings that fits within the previous paragraph

If there is a situation where the person responsible determining this (preferably the head of corporate relations) does not know whether a specific ad fits the previous paragraphs this should be discussed within the board before the ad is published.



## Policy for Printed material

### 1. Validity

This Policy concerns all activities within LundaEkonomerna. All decision regarding ordering of new printed material should be decided in consultation with the Board and be approved by one Board member before the order is done. If the material does not meet the requirements in this policy, the Board have the right to reorder the material and put the expense on the committee or project's budget.

### 2. Definitions of printed material

The definition of printed material is all information that is supposed to be used to emphasize, inform or visualize any of the activities within LundaEkonomerna. Printed material constitutes of, but is not limited to: clothes, catalogues, flyers, flags and banners, roll-ups, and other printed materials of bigger size. The Board of LundaEkonomerna owns the final responsibility to discuss and decide whether a product is to be classified as printed material.

### 3. General Policy

Printed material shall be according to LundaEkonomerna Brand Book. The Head of Communications has the right to reject marketing materials not following this policy, and allow exceptions from the policy.

### 4. Layout

The logo or symbol of the Committee/Project should be used at all printed material to show who is the sender. The Committee president/Project leader is responsible that the right logo with a good resolution is used.

#### 4.1. Clothes

When ordering the committee sweaters, the symbol of the Committee/Project should be solely on the back. When ordering other types of clothes the Head of Communications shall be consulted.

#### 4.2. Rollups

Rollups ordered shall have either the logo on the top of the rollup or the symbol big and centred.

#### 4.1. Spelling of LundaEkonomerna

If the logo of LundaEkonomerna isn't used for a special reason, LundaEkonomerna shall be spelled with L and E as capital letters and the rest with lower-case letters. The exception is the address to the webpage of LundaEkonomerna ([www.lundaekonomerna.se](http://www.lundaekonomerna.se)) which should be spelled with lower-case letters.

### 5. Exceptions

This Policy does not concern Nådiga Lundtan, every number must be approved by the Communicator of LundaEkonomerna before it's printed.



## Vacation and flextime Policy

### 1. Validity

This policy concerns the time that the fulltimers of LundaEkonomerna will be at Skånis.

### 2. Purpose

The purpose of this policy is to create guidelines that the fulltimers of LundaEkonomerna can refer to regarding their working time at Skånis.

### 3. General Policy

§ 1 The fulltimers of LundaEkonomerna should be at Skånis between 10am to 5pm all days that LUSEM are open for students. If a person is away on a meeting this must be known by at least another fulltimer. Holidays acknowledged by LUSEM should also be viewed upon as holidays for the fulltimes of LundaEkonomerna as well as Lund's student holidays. The fulltimers are compensated for 11 months with the possibility for an extra half month of compensation when working at least half of July and have 23 days of paid vacation.

### 4. Exceptions for the general policy

§ 1 When a fulltimer is away for a full day (between 8am-5pm) this is considered as a day of vacation (unless the person is ill). During those days the fulltimers have the possibility to use a day of paid vacation.

§ 2 When a fulltimer is away for half a day (either 8-12am or 12am-5pm) this can be considered as flextime if the fulltimer through another fulltimer can prove that this time is gained in at another day during the same year.

§ 3 The Treasurer is compensated 12 months due to the fact that the Treasurer is responsible for the annual report. To get compensated for the twelfth month the auditor has to approve the annual report. This means that the Treasurer has 25 days of paid vacation during a business year.



## Policy regarding the liquidity of the Union

### 1. Validity

This policy mainly regards the work the Treasurer does with the liquidity and cash flow of LundaEkonomerna.

### 2. Liquidity in the work process of the Treasurer

LundaEkonomerna has time to time a high accounts of receivables due to events where costs are paid in advance and income is received after the event has been held. An example is eee where costs arise before or during the fair, while the payment from the exhibitors are made about a month after the event. To ease the burden of the uneven cash flow and liquidity for the Treasurer, and to make sure that the union always has the liquidity needed to pay the account receivables, the following aspects should be taken into notice.

§ 1 The invoicing for different events should be done as quickly as possible after the event has come to an end. In case of the other party showing an unwillingness to pay (or if there is a suspicion of their willingness to pay), the invoice will be sent out in advance. The Treasurer shall have the information needed to create the invoicing no later than one week after the ending of the event.

§ 2 Expenses that are made for another company are to be reinviced to the company in question as soon as possible after the expense has occurred. If the expense is below 1000 SEK, it can be invoiced together with other expenses if they are to happen within three months.

§ 3 Through internet banking the Treasurer can buy and sell shares with one day notice. This gives great opportunities to maximize the interests as the balance of the check account can be held to a low amount while the "Likviditetsfonden", which have a higher interest rate and can be transformed to liquidity quickly, can carry a higher amount. The amount of the check account should not be higher than one million SEK due to the low interest rate. When deciding upon buying shares in an existing investment, the Treasurer only needs to inform the board of the transaction that already has taken place or will happen. If an investment in a non-interest bearing fund is to take place, the board needs to approve every transaction.

§ 4 As it is the money of the members that are being held in the accounts of LundaEkonomerna, the union shall always focus on low risk for the liquidity rather than seeking return of money. As the interest is expected to be low in comparison to the risk the investment adds, the Treasurer has the option to make exceptions from § 3 regarding the allowed amount of the checking account at the time being. The Treasurer is together with the President responsible to deliberate together with a competent investment advisor within the bank of the union to make sure that the investments and the investment opportunities are in line with the low risk profile that is connected to the money of the union.

§ 5 The payment of invoices shall be done as late as possible, where applicable, in order to improve the cash flow and liquidity of the union. This does not apply if the parties involved have agreed otherwise.