

Policy pile

The Swedish Red Cross Youth's policy pile contains rules and guidelines for how we as an organization should run our activities, and how those who are part of the organization should act. The policy pile is something that the General assembly has decided will apply to the entire Swedish Red Cross Youth at national and local level. It is important that everyone in the organization reads through all our policies and follows what is written in them.

The ultimate responsibility for ensuring that we live up to our policies lies with the National board. However, it is the responsibility of all volunteers, team leaders, members, elected representatives, and employees to act in accordance with the policy pile and bring its content to life in our activities. Serious deviations from the policies can lead to suspension from operations, following a decision by either the local board or the national board.

In addition to the rules and guidelines that are in our statutes and in the policy pile, we also follow Swedish law. This applies both in Sweden and when we represent the Swedish Red Cross Youth abroad, where we also follow the laws of the country in question.

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Definition of roles within the Swedish Red Cross Youth

Member	A person who is under 31 years of age and who has applied for membership in the Swedish Red Cross Youth. A member of the Swedish Red Cross who is under 31 years of age is automatically also a member of the Swedish Red Cross Youth.
Volunteer	A person who temporarily or regularly volunteers with the Swedish Red Cross Youth. Volunteers are encouraged to join the organization.

Team leader	Volunteer who at local or national level have been given leadership responsibility in an activity in the Swedish Red Cross Youth. An team leader should be a member of the organization.
Activity participants	A person who participates in activities conducted by the Swedish Red Cross Youth.
Elected representative	A person who has been elected to a position of trust at local or national level within the Swedish Red Cross Youth, for example a board member or auditor. All positions of trust except the auditor require membership. Elected representatives are volunteers who do not get paid.
Employee	A person who is employed at the Swedish Red Cross Youth. Employees work on behalf of the national board and the organization's members to facilitate the organization's work. Employees cannot be volunteers or elected to positions of trust.

1. Voluntary policy

This policy clarifies how the Swedish Red Cross Youth views volunteering and the volunteer mission. The rights and obligations of our volunteers are also described here.

Volunteering as a basic principle

All activities within the Swedish Red Cross Youth are based on the principle of voluntary service, one of the Red Cross and Red Crescent Movement's seven fundamental principles. The voluntary work within the organization must be selfless, which means that the Swedish Red Cross Youth puts humanitarian needs first. In addition, it is always voluntary to participate in our activities or to otherwise receive support from the Swedish Red Cross Youth.

To be a volunteer with the Swedish Red Cross Youth

It is always voluntary to take on an assignment within the Swedish Red Cross Youth. Anyone who takes on an assignment, whether as a volunteer, team leader or elected representative, is expected to complete the assignment. Employees within the Swedish Red Cross Youth cannot take on a voluntary assignment in our organization.

For volunteers within the Swedish Red Cross Youth to be able to fulfill their mission, there are several common rights and obligations.

Volunteer rights

As a volunteer within the Swedish Red Cross Youth, you can expect to:

- get clear information about the volunteer assignment and its requirements
- receive support and guidance in the volunteer assignment
- participate on equal terms according to the organization's diversity and inclusion policy
- be able to carry out your volunteer assignment without it costing money
- be compensated for pre-approved expenses
- receive appropriate insurance coverage during the voluntary assignment
- be able to decline a voluntary assignment.

Volunteer obligations

The Swedish Red Cross Youth expects you as a volunteer to:

- act according to the seven fundamental principles of the Red Cross and Red Crescent movements
- participate in RKUF-intro and other training required for your volunteer assignment
- follow the organization's statutes and policies as well as activity-specific guidelines
- not accept money or gifts for personal use during your volunteer assignment.

2. Environmental and climate policy

This policy guides volunteers and employees with the Swedish Red Cross Youth in how we run activities with regards to sustainable development. Sustainable development has several meanings, and this policy focuses on ecological sustainability. Ecological sustainability means preserving the earth's ecosystem and maintaining the earth's long-term functions such as natural resources, clean water, climate regulation, and recreation. Ecological sustainability is a prerequisite for the other forms of sustainability: social and economic sustainability.

Why we work with ecological sustainability

Major changes are needed in society to effectively address global challenges such as climate change and the over-consumption of resources. Our actions within the organization have a local and global impact. Therefore, the Swedish Red Cross Youth must be a sustainable organization that contributes to the development of a sustainable society.

How we work with ecological sustainability

The choices we make today make a difference in the future. If everyone in the organization thinks about the consequences of their choices, we can make a big difference. Volunteers and employees in the Swedish Red Cross Youth must therefore consume and travel consciously within the framework of our organization.

To consume consciously

We take our responsibility by consuming goods and services that consider social and environmental aspects. Today there are many choices to make for those who want to consume sustainably. Volunteers and employees in the activities of the Swedish Red Cross Youth shall, to the extent possible, consume products that have an ecological and ethical label.

When we collaborate with companies that deliver goods or services to us, it is important that we choose partners who live up to our environmental and climate policy. Further guidelines for corporate collaborations at the local level can be found in the association handbook, which is available to everyone at www.rkuf.se.

This means that:

- Foods we consume must, as far as possible, be organically grown, locally produced and / or Fairtrade-labeled (or equivalent labeling).
- We must also, as far as possible, refrain from using disposable items, alternatively choose eco-labeled alternatives.
- At meetings and trainings at national and local level, we only serve vegetarian food.
- We will recycle and when possible, reuse things we have purchased, such as office supplies.
- Our PR and information material, such as t-shirts and brochures, must be produced with the environment and human rights in mind.
- To reduce resource waste, our products should be used over a longer period of time and in several contexts. We therefore think carefully through messages on printed material.

To travel consciously

At meetings, trainings, and meetings, volunteers and staff at the Swedish Red Cross Youth must always choose the travel alternative that is least harmful to the environment.

This means that:

- For longer trips, we should always choose to travel by train. If the travel time exceeds 6 hours one way, the traveler can choose between train and plane.
- If flights, despite the above, are the only option, the trip must be climate compensated.
- For shorter trips, we will cycle, ride public transport or ride together whenever possible. We will not drive unless it is necessary.

3. Policy for diversity and inclusion

This policy guides the Swedish Red Cross Youth's work towards being an open and inclusive organization. The organization's diversity and inclusion work must be conducted by elected representatives, employees and those involved in our local associations and on the national level.

Why diversity and inclusion are important

The Swedish Red Cross Youth must reflect young people today. We represent a diversity of people with different skills, knowledge, background, and experience. This requires us as an organization to be where young people are to enable young people to get involved, regardless of the individual's circumstances.

We work actively to ensure that a diversity of voices and opinions that reflect the fundamental principles of the Red Cross and Red Crescent Movement be heard. Every person who is involved with the Swedish Red Cross Youth must be allowed to participate on equal terms regardless of circumstance. When we represent more perspectives in the Swedish Red Cross Youth, we create an organization that truly represents young people today.

How we work with diversity and inclusion

- We treat each other with respect.
- Our own locales and environments are accessible to everyone. When we are in other locations, we choose premises that are as accessible as possible.
- We think about how we use language and express ourselves for everyone to understand.
- When we recruit members, volunteers, and employees, we must reach out to all parts of society and value different experiences and backgrounds.
- To be a representative organization, we must strive to lower the thresholds for entry into the organization. For example, it should be easy to get involved on equal terms. We encourage everyone to volunteer and apply for positions of trusts. We should be an organization where everyone feels included and welcome.

Zero tolerance for discrimination and harassment

Elected representatives, employees and those involved in our organization all have a joint responsibility to ensure that we provide a safe and inclusive environment. The Swedish Red Cross Youth does not tolerate any form of discrimination or harassment within the organization.

Should discrimination, harassment or sexual harassment occur on the grounds of gender, transgender identity, ethnicity, religion, functional variation, sexual orientation, age, or socio-economic status, it should be reported. In the first instance, you turn to the person responsible for the activity where the incident occurred, for example the team leader or chairman of the local board. If this is not possible or appropriate, please [contact](#) the Swedish Red Cross Youth's whistleblower function, which is available at www.rkuf.se.

4. Policy for nominating committee and election procedure

This policy describes how the Swedish Red Cross Youth views the nominating committee, election of individuals, and the nominating committee's working methods. The policy guides the Nominating committee at the national level but can also advise the election work on the local level.

The Nominating committee's assignment

The Nominating committee's appointment, composition and assignments are regulated in the Swedish Red Cross Youth's statutes, which state that the Nominating committee "shall produce proposals for suitable persons for positions of trust at the national level". This is an important assignment that enables the members present at the General assembly to receive as well-prepared proposal for their elected representatives.

The National Nominating committee makes proposals for:

- President of the national board
- Members of the national board
- President and members of the Nominating committee
- Authorized auditor
- Organizational auditor and replacement
- Chairperson of the General assembly
- Representatives to the Swedish Red Cross' National Assembly and their deputies
- Members of the Swedish Red Cross' Nominating committee.

The Nominating committee should work strategically and in accordance with the aims of the Swedish Red Cross Youth. They should strive to conduct an electoral process that reflects the organization and its members.

The Nominating committee's vow of silence

For the Nominating committee, the vow of silence applies to all information that emerges during meetings, interviews, informal conversations, or the like in the electoral process. The vow of silence applies even after the assignment has been completed. The question of a vow of silence must be raised at the Nominating committee's first meeting after the General assembly. Everyone in the Nominating committee must be aware that the vow of silence must be respected for the Nominating committee to maintain the organization's trust.

Being an alternative candidate

The candidates that the Nominating committee choose not to proceed with as part of its proposal can still stand as electable alternatives at the General assembly. In such a case, they must be given the opportunity to present themselves in the documents sent out prior to the General assembly. They should be allowed to present themselves to the same extent as the candidates included in the Nominating committee's proposal. These candidates can also participate in the General assembly and in the hearing of candidates. The Nominating committee is responsible for ensuring that these candidates have a contact person in the staff.

Nominating yourself as an alternative candidate during the General assembly is permitted and encouraged. This nomination needs to take place within the time frame for the nomination deadline at the General assembly. The Nominating committee does not make any assessment of these new candidates.

The practical procedure during the General assembly

The responsibility for planning the practical elements, such as elections, hearings and voting procedures during the General assembly, lies with the national board and staff. However, the Nominating committee needs to be available for questions both before and during the meeting. The actual election procedure and meeting format for the General assembly are regulated in the rules of procedure that the meeting decides on at the beginning of each General assembly.

Other routines and conditions for the Nominating committee

More detailed descriptions on the role of the nominating committee are available on www.rkuf.se.

5. Policy for remuneration of president of the national board

This policy clarifies the grounds for remuneration within the Swedish Red Cross Youth.

Reasons for remuneration

The president is ultimately responsible for the Swedish Red Cross Youth's national operation. The president is elected by the organization's members during the general assembly and leads the organization's and national board's work between the annual general assemblies. This assignment is judged to be so extensive that it requires a person to have it as their main occupation. The president is expected to waive income from other gainful employment and put the interests of the Swedish Red Cross Youth first. As compensation, the president therefore receives a fee.

The purpose of remunerating the president of the national board is to provide personnel resources to the Swedish Red Cross Youth. With a president who has the time and opportunity to be in contact with local associations and members, the Swedish Red Cross Youth ensures a strong ideological presence and a strategic link between the members' will and the work of the national board. Due to its scope and requirements, the assignment as president of the national board is paid full-time. The assignment can therefore not be directly compared with other positions of trust or volunteers within the organization.

Decisions on fees

The general assembly decides on the remuneration of the president of the national board and the framework for the remuneration is based on proposals from the national board or from one or more members. The proposal for the level of remuneration is included in the proposal for policy piles that the national board submits to the general assembly.

Fee level

The remuneration shall be in relation to the responsibilities and requirements that the assignment as president of the national board entails. The general assembly has decided on an annual fee of 8 price base amounts, of which one twelfth is paid every month. With the price base amount in 2022, this means a fee to the president of the national board equaling SEK 32,200 per month before tax. Income tax is deducted from the fee according to the current tax table. Remuneration is not covered by legislation on working hours, job security or collective bargaining agreements.

To ensure predictability for the individual who receives the fee, the fee development must not be negative. The fee level is therefore not adjusted downwards if the price base amount changes negatively, but the fee then remains at the previous higher level. The level of remuneration remains the same even if the tasks and responsibilities of the president of the national board change temporarily, for example if the president needs to step into the role of the general secretary.

If the chairman resigns or is removed

If the president of the national board is dismissed by the general assembly during their term of office, a three-month fee is paid from the time a dismissal has been decision upon. The president will then receive a fee at the already applicable fee level during these three months. If the president chooses to resign before the end of the term of office, the fee is withheld with immediate effect from the day when the president's resignation takes effect.

If the General assembly lowers the fee

If the general assembly reduces the president of the national board's fee by more than 15 per cent during the current term of office, or in the event of a re-election, the chairman will continue to receive a fee at the previous higher level for a transitional period of three months. The purpose of this is to give the president the opportunity to make the necessary adjustments to support themselves financially.

Postpaid fees

When the president of the national board resigns after the regular term of office, there is the possibility of compensation in the form of a post-employment fee corresponding to a maximum of 80 percent of the two-month fee. The compensation cannot be paid to a president who terminates their assignment prematurely.

To receive the compensation, the outgoing president must:

- Register as a jobseeker with the Swedish Public Employment Service.
- No later than 30 days after completing the assignment, present a copy of their action plan from the Swedish Public Employment Service to the national board. If the resigning president according to the action plan from the Swedish Public Employment Service applies for a part-time job, the remuneration will be 80% of the corresponding part-time job.

After the national board has approved payment of the compensation, the sum is paid out in two installments over the next two months with half of the total amount on each occasion. If the conditions change, for example that the outgoing president gets a new job or starts studying between payments, the outgoing president is responsible for notifying the national board that this has happened and if necessary, waive compensation.

If the outgoing president does not present an action plan from the Public Employment Service to the union board within 30 days after the end of the term of office, the outgoing president is considered to have waived the possibility of receiving post-employment benefits.

Remuneration of others in the national board

If the president is absent, for example due to sick leave, the national board can remunerate firstly the vice chairman and secondly another member to perform the president's duties. A decision on remuneration of members of the national board other than the president shall be made by the national board and recorded in the meeting minutes. The remuneration may not exceed the decided framework of the general assembly and must be in proportion to the estimated time scope for the tasks delegated to the person.

Members of the National board may therefore only be remunerated if there are special reasons for this. The National board will also present these reasons at the next general assembly.

Other routines and conditions for presidents of the national board

The National board is responsible for establishing and reviewing other routines and guidelines that apply to the president's remuneration. A more detailed description of the president's assignment is available on www.rkuf.se.

6. Protection policy for children and young people

This policy describes how the Swedish Red Cross Youth takes responsibility for ensuring that all children and young people who participate in or are involved with our activities are safe. The safety and wellbeing of children and young people must come first. What is in the best interests of children and young people must be decided on in each individual case, where we must always consider the individual's own opinions, conditions, needs and experiences.

Protection from threats and violence

- We act against all forms of violence, abuse, and threats against and between children and young people in our activities.
- Violence or threats against children and young people that arise in connection with our activities must be reported to the police.
- We pay special attention to children under the age of 18 as a group with special rights and the need for protection under the Convention on the Rights of the Child.
- We consider that children and young people have different vulnerabilities and protection needs based on, among other things, age, functional variation, gender, sexuality, ethnicity, and socio-economic background.

Children and young people's participation

- Children and young people must agree to participate in activities.
- Children and young people must be involved when activities that affect them are planned, implemented, and evaluated. They must be listened to and given the opportunity to influence the design of the activity.
- Activities must be planned, implemented, and continuously evaluated with a focus on the best interests, needs and safety of children and young people.
- The evaluations will be used to adapt activities to best meet the different needs of children and young people.

Integrity of children and young people

- No one may be photographed without consent. Pictures of participants in activities may never be published on volunteers' personal accounts on social media or the like.
- Participants have the right to be anonymous and volunteers should not ask for their personal or contact information.

The responsibility of volunteers and employees towards children and young people

- To volunteer with or be employed by the Swedish Red Cross Youth, volunteers and employees must present a valid extract from the workload register (extract for children in activities other than school and social services) and sign a confidentiality agreement.
- Volunteers and employees must be aware that they are in a special position of power and influence over children and young people, something that must not be abused.

- Volunteers and employees should never give out information about participants in our activities.
- Volunteers and employees must engage without counterclaims from those who participate in activities.
- If you are aware of or worried about someone being in trouble, please refer to our special routines for this, which are available at www.rkuf.se.

7. Alcohol policy

This policy describes how we within the Swedish Red Cross Youth should act when we are responsible for or participate in activities, training, and other events. To create a space that is as inclusive as possible for everyone, the Swedish Red Cross Youth is an alcohol-free organization.

This is how we act when it comes to alcohol

- We do not buy alcohol with money from the Swedish Red Cross Youth.
- Everyone who participates in the Swedish Red Cross Youth's activities, training and other events must abstain from alcohol during the activity itself and the entire stay.
- At our own events that extend over several days, we organize non-alcoholic social activities during the evening.
- We also refrain from alcohol when we represent the Swedish Red Cross Youth in other external contexts.
- At joint events, we will work to ensure that the entire event is alcohol-free.
- The person responsible for an activity within the Swedish Red Cross Youth is also responsible for informing participants about the alcohol policy.
- Anyone who violates the alcohol policy must be sent home immediately at their own expense and may not be allowed to further participate in the activity.

8. Economic policy

This policy describes how the Swedish Red Cross Youth relates to accounting, budgeting, and capital management. Our financial management must be sustainable, efficient and reflect the organization's principles and statutes. The Swedish Red Cross Youth is part of the International Red Cross and Red Crescent movement, which has a strong foundation of trust in society. This means that we have certain demands on us to handle our revenues and expenses correctly. By taking care of our capital in a sustainable and efficient way, we can continue to run our operations and maintain a high level of trust in the Swedish Red Cross Youth.

Accounting

The Swedish Red Cross Youth's accounting report shall provide a fair and transparent picture of the organization's activities. All local associations, as well as the national organization, must report their income and expenses, and each year prepare a financial statement and an annual report for their own association.

To enable a good holistic view and for increased transparency and credibility, the reporting must take place in as great a uniformity as possible throughout the entire organization. To the extent possible, one and the same chart of accounts must therefore be followed for the accounting. Instructions for accounting and how to prepare financial statements and annual reports are available to everyone in the association 's handbook at www.rkuf.se.

Budget and action plan

All local associations and the organization's national level must have a budget and action plan for each year. These should also be designed as uniformly as possible throughout the organization. Instructions for how to prepare a budget and action plan are available to everyone in the association handbook at www.rkuf.se.

Purpose-bound funds

Purpose-bound funds may only be used for the purpose specified by the donor or specified for a certain activity. This applies to both national and local levels within the Swedish Red Cross Youth. The funds must be booked so that it is possible to identify purposes, see how much has been used and how much is left, so that it is possible to then submit a correct report to the donors.

Tied-up Capital

Capital shall be used for purposes and activities as specified in the budget and action plan. Local associations and the organization's national level must strive for a zero result. In case of negative results, money is taken from the buffer and in case of positive results, money is saved for future financial years.

Limits on tied-up capital:

- All local associations can have a saved capital of up to two years' operating costs.
- At the national level, a saved capital is sought to covers six months' expenses.

Distribution of capital

The local associations within the Swedish Red Cross Youth have different needs for capital, depending on their size and how many activities they run. As part of the International Red Cross and Red Crescent Movement, we must manage all capital in a sustainable and efficient way to maintain society's trust. The capital that exists within the Swedish Red Cross Youth must be used for the activities that the organization holds.

In the case of a local association having a high level of capital in relation to its activities and needs as well as the limits for tied-up capital, the association must work to distribute capital to parts of the organization that need funds.

Asset management

All local associations and the organization's national level are obliged to ensure that the Swedish Red Cross Youth's assets are always managed in a careful and reassuring manner. It is important that local associations and the national organization manage their funds in a way that provides the best possible return to acceptable risk, and with an ethical and sustainable approach. We only invest fund capital in ethical and sustainable funds.

In case of suspicion of corruption or fraud

The Swedish Red Cross Youth has zero tolerance for all forms of fraud and corruption. We always act in case of suspicion of fraud and corruption according to the association handbook which is available to everyone via www.rkuf.se.

All types of serious malpractice in our operations or within the organization must be reported to the whistleblower function, which is available at www.rkuf.se.

Financial dictionary

Fraud	To lie, be deceived or choose not to tell to gain something that one is not entitled to. It is usually about money, but it can also be about, for example, services, gifts, or different kinds of permits.
Financial statements	Consists of a balance sheet and an income statement. The financial statements summarize all the economic events that took place during the year.
Budget	A plan of how much money the association will use, and how much money the association needs to raise to keep its activities going.
Management of capital	How the association saves and uses its money.
Income	The money that the association receives from external donors or the national organization.

Capital	The resources that the association has. The resources usually consist of money, but the association can also own things that have a value in money and then those things are also part of the capital.
Tied-up capital	Capital can be tied up in a local association and can therefore not be used by another local association within the organization.
Corruption	When someone uses their position to give themselves or others unfair advantages. Sometimes bribes can be involved, which means that one receives, for example, money, services, or gifts from someone to help them and give them unfair benefits.
Accounting	How information about the association's finances is compiled and documented.
Expenditure	The association's costs.
Annual report	A summary of how the association has managed its financial assets during the year.
Purpose-bound funds	Money that a donor has decided should be used for a specific Operation.