

POSITIVE EXAMPLES SAFETY POLICY: OPINION OR SPECIAL INTEREST ORGANIZATION

This document includes a checklist and division of responsibility for _____ and the activities we arrange and participate in. It is a living document that should be evaluated and updated.

The purpose of _____ policy is: that everyone who works at, represents, and arranges activities for _____ should know what to do in order to:

1. Reduce the risk of something happening.
2. Know what they can do when something is happening.
3. Know how to react when something has happened.

Everyone who works at, represents _____ and arranges activities for _____ should feel safe and we are going to handle a stressful situation in the best possible way.

Goals

1. That we will know the risks before a campaign or activity and have a realistic idea of what might happen.
2. That we do not expose ourselves or others to risky situations.
3. That we know what to do internally when we receive hate or threats.
4. That no one will refuse to work at _____ or with us because of a lack of safety at work or a fear of hate.
5. That we can talk about controversial topics without limiting ourselves or others in our engagement.
6. That we can raise awareness of safety with the people that we collaborate with.

Division of Responsibility

Primary responsibility for work environment and safety for _____ elected officials, staff, and activists is the _____ group which is made up of:

1. RESPONSIBLE 1 - Write who this is
2. RESPONSIBLE 2 - Write who this is
3. RESPONSIBLE 3 - Write who this is

In case of questions or incidents, contact xxx.

In case of serious incidents, this should be reported to the police. The primary responsibility for the participants safety is the police's, in this case.

Conditions for _____ (example):

_____ works mostly in a digital environment. This creates and simplifies cyber hate and other digital threats. _____ works mostly digitally through email and Facebook, but we are even on Twitter, Instagram, and LinkedIn, and we are often present in media. In email and media, there is always a specific person who represents _____ using their name. The individuals who represent _____ are more at risk for hate and threats than others at _____. Women and other marginalized groups are at an even higher risk of being subjected to hate and threats than men and/or normative groups. This should be acknowledged within _____. It is also important to remember that who we work for and who is a part of the organization affects the experience of safety and security when security guards and police are called or are present. It is important to file police reports or call the police when needed - but it is just as important to check in with the individual(s) who experience the threatening situation to see how they feel about police presence. In some cases, they might want help to leave the scene before the police are called.

Hate and threats can be received in the following channels:

- Email
- Facebook
- Twitter
- Internet
- LinkedIn
- Zendesk
- Private email
- Private social media accounts

People can also be exposed to threats and hate via telephone and text messages as well as physically.

SAFETY POLICY'S DIVISION

Each part of the safety policy is divided into:

1. Checklist before
2. Reaction during
3. Checklist after

CLARIFICATIONS AND HOW YOU SHOULD WORK WITH THE CHECKLISTS

Before activities, you should go through the checklists that best fit the event. The checklists are made up of a few questions. All of the questions should be answered either through estimates or through contacting someone who can answer them. Fill in the answers in the column after. Based on the answers, an evaluation of the safety of the event should be made. If you cannot assure the safety of the participants at the event, the event should be cancelled.

During the activities, someone from the project group should always be available to pay extra attention to the safety. This person is responsible for contacting the police or something should happen, and shutting down the activity for the safety of the participants if the safety cannot be guaranteed. After activities, the activity should be documented and each threatening incident should be written down. The questions in the checklists should be filled out.

Your own events - lectures, seminars, workshops, and other events where _____ is the host
Others' events - lectures, seminars, workshops, and other events where _____ participates but is not the host.

THREATS

Goal:

Everyone should feel safe working at _____ and participate in our events.
People who receive threats through their work or engagement in _____ should be aware of the routines that the organization has. All threats should be documented.

WHEN SOMEONE STARTS AT _____ :

Goal

1. That we will know the risks before a campaign or activity and have a realistic idea of what might happen.
2. That we do not expose ourselves or others to risky situations.
3. That we know what to do internally when we receive hate or threats.
4. That no one will refuse to work at _____ or with us because of a lack of safety at work or a fear of hate.
5. That we can talk about controversial topics without limiting ourselves or others in our engagement.
6. That we can raise awareness of safety with the people that we collaborate with.

BEFORE A CAMPAIGN GOES PUBLIC

The following questions should be answered before a campaign goes public from _____ :

1. Is the topic of the campaign controversial?
2. Who is the opposition? Can they become a threat to ____ and/or staff?
3. Does _____ have any campaigns that can contribute to this campaign being seen as more controversial?
4. Is the campaign's topic present on hate websites?
5. Who is the sender?
6. Can the sender "trigger" threats? (for example because they identify as a woman or another marginalized group)
7. Who is the speaker?
8. Can the speaker "trigger" threats? (for example because they identify as a woman or another marginalized group)
9. Who will sort through Zendesk and comments in social media during the campaign?

IF YOU RECEIVE THREATS

If someone who works at or is involved in _____ receives threats, they should be asked the following questions. The answers will be documented and followed up afterward. The questions are constructed in order to judge the seriousness of the threats, and make sure that the person who has received the threats has support.

1. Have you told your boss/manager?
2. Who did the threat come from? Private person/organization?
3. Are there parts of the threat that suggest that they will become reality?
4. Have multiple threats come from the same sender?
5. Have you gathered digital evidence or in another way documented the threats?
6. Has someone else witnessed the screenshots or documentation?
7. Have you spoken to a friend, relative, or parent?
8. Have you or someone else filed a police report?
9. Have you or someone else reported this to the Swedish Work Environment Authority?
10. How will you make the rest of the office aware that you have been subjected to threats?
11. Crisis management should be activated -- tell the person responsible.

After

The questions below should be asked to the person who has been exposed. Answers 1-3 should be documented and saved with the project.

1. Have the threats been documented?
2. Did anyone move on to file a police report?
3. What did the police report lead to?
4. How are you feeling?
5. How has this affected your work and your experience of being in the organization?
6. Have you gotten help from a psychologist or something similar?
7. Is there any other type of support that we can offer so that you can feel safe with us?
8. How did you experience that we handled the situation?
9. How do you want us to follow up with you in the future?

YOUR OWN EVENTS

Goal:

_____ should be able to assure that all participants can be safe during their events.

Before events:

Below, there are tables and questions. Before an event, the person responsible for the event should answer the questions. The overall answers will reveal if the event can be carried out or not.

When an event has many potential threats because of the topic or participants, the police should be contacted before to discuss the possible need for protection of the event. However, this should be done in a discussion with the person participating and be clearly communicated, so that people who are less safe in the presence of police have the possibility to make an informed decision.

Topic

1. Is the topic of the event controversial?
2. Have previous events on the same topic resulted in hate and/or threats?

Participants

1. Have we invited outside parties to participate?
2. Have any of these people participated in our previous events?
3. Did something happen then?
4. Is there a threat against any of the invited participants?

Registration

1. How was the invitation sent out?
2. Where is the invitation?
3. Who can register?
4. What does the registration process look like?

Registration

1. Has someone written about the even on a hate website?
2. Has someone written something about one of the participants on a hate website?
3. Has someone written something about a person in the event organizer group that appears on the registration on a hate website? (Note! No one should Google their own name)

Registration

1. Will _____ film/photograph the event?
2. May other people film/photograph the event?

Does it feel safe to have the other participants at the event?
Yes/No question

Questions about location

1. Have we been to the location before?
2. What does the location look like?
3. Is it easy to leave the location?

Does the location feel safe?
Yes/No question

Event organizer group

1. How do we get to and from the location?
2. How do other participants get to and from the location?

Is there a way to get to and from the location without having to go with other participants?
Yes/No question

Do we feel secure and safe getting to and from the location?
Yes/No question

During the event:

Those responsible for the event on location are:

Different ways of reacting to incidents:

- **Incident:** People around the event are acting threateningly.
Measure: Call the police.
- **Incident:** Threatening audience.
Measure: Person responsible shuts down the event.
- **Incident:** Unsafe feeling at the location
Measure: Person responsible shuts down the event.
- **Incident:** One of the participants received threats during the event
Measure: Person responsible fixes transportation home. Pays for taxi or something similar.

After the event

Did the event go well?

Yes/no question

Did the even feel safe and could everyone participate safely?

Yes/no question

Did any of the participants receive threats after the event?

Yes/no question

Follow-up after event

- **Incident:** Participant received threats after participation.
Measure: Document that which can fit in the category of threats, slander, or insults and report to the police.
- **Incident:** The event was shut down because of threats.
Measure: Document and report to the police.
- **Incident:** Threatening incident.
Measure: Document and go through which parts of the preparation work were done, add to the list if more aspects should be included.

OTHERS' EVENTS

Goal:

_____ feels safe taking part in others' events.

Before events:

1. What do we know about the event organizer?
2. Have we participated in this organizer's events before?
3. Have we experienced threatening incidents from previous events by this organizer?

It feels safe to attend the organizer's events.

Yes/no question.

Questions to Organizer:

1. Who else is involved in this event?
2. What are the other participants' potential threats?
3. How was the invitation sent out?
4. Where is the invitation located?
5. Who can register?
6. What does the registration process look like?
7. Can people who did not register still show up at the event?
8. What does the location look like?
9. Is it easy to leave the location?
10. Will anyone film or photograph?
11. May other people film or photograph?

The organizers had answers to the questions?

Yes/No question

The organizers are consistently keeping safety in mind?

Yes/No question

Before the event:

1. How do we get to and from the location?
2. How do the other participants get to and from the location?

There is a way to get to and from the location without having to travel with other participants?

Yes/No question

We can safely and securely get to and from the location?

Yes/No question

Different ways to respond to incidents:

- **Event:** Hateful comment from audience / panelists.
Action: Representatives from _____ may avoid answering questions.
- **Event:** Insecure atmosphere on site.
Action: Representatives from _____ may cancel and leave the site.
- **Event:** Participants express threats to the representative.
Action: _____ arranges safe travel home for our representative from the event.

After the event:

The event went well?

Yes/No - question

The event was safe and everyone could safely participate?

Yes/No question

No one in the project group received threats after the event?

Yes/No question

Different ways to respond to incidents:

- **Event:** Representative from _____ received threats after participation.
Action: Document and file a police report on that which can be categorized as threats, slander or insults.
- **Event:** The event was canceled due to threats.
Action: Document and file a police report. Think about safety around similar events in the future.
- **Event:** Threatening event.
Action: Document and review which parts of the preparatory work were done, add things to the list if needed.

IF YOU RECEIVE THREATS

If someone working at or engaged in ___ receives threats, the person should be asked the following questions. The answers are documented and followed up. The questions are designed to understand the seriousness of the threats, and to check whether the person receiving the threats is being supported.

1. Have you told your boss/manager?
2. Who did the threat come from? Private person/organization?
3. Are there parts of the threat that make you believe it will really happen?
4. Have multiple threats come from the same sender?
5. Have you save digital evidence or in other ways documented the threats?
6. Has someone else witnessed the screenshots or documentation?
7. Have you spoken to any friend, relative or parent?
8. Have you or someone else filed a police report?
9. Have you or someone else filed a report to the Swedish Work Environment Authority?
10. How should the rest of the organization be told that you have been threatened?
11. Crisis management should be activated - tell the person in charge.

After

The questions below are asked to the person who has been affected.
Answers 1-3 are documented and saved in the project.

1. Have the threats been documented?
2. Did anyone proceed with the police report?
3. What did the report lead to?
4. How are you?
5. How has this affected your work and your experience of being in the organization?
6. Have you gotten help from a psychologist or someone similar?
7. Is there any other form of support we can offer to make you feel safer with us?
8. How did you experience our management?
9. How do you want us to follow up with you?