

Harassment and inappropriate treatment

- Safe space template for MiB actives

Mothers in Business MiB ry

1. Background and objectives

Mothers in Business MiB ry supports career-oriented mothers in reconciling work and family life. MiB provides opportunities for skills development, networking and career advancement, and promotes the role of mothers and family-friendliness in working life and society. MiB is community-based, supporting and energising, career- and family-friendly and solution-oriented.

MiB relies heavily on the work of volunteer actives. Actives run MiB's local chapters, events, social advocacy, communication and business cooperation, among other things. MiB also employs staff, both internally and externally funded by the association. However, the emphasis is particularly on voluntary work.

In line with its values, MiB aims to invest in the well-being of its actives and employees and to foster a collaborative and good-humoured culture that provides its actives and employees with a positive flow of energy and energy for their work and family life. MiB takes a solution-oriented approach to challenging situations and strives to ensure that all actors share the association's values and strive to act in accordance with them.

This safe space model aims to

1. to provide tools for dealing with incidents of harassment and inappropriate treatment
2. to support the well-being of the association's actives
3. engage actives in the shared values of the association
4. to reinforce the positive culture of the association.

2. Inappropriate treatment

Misconduct is harassment, bullying and other inappropriate behaviour. Misconduct can be committed by any member, active or employee of the association, either alone or in association with others. It may be non-verbal or verbal. It can occur, for example.

- bullying
- belittling or ignoring
- isolation
- denigration of a person's individual characteristics, personality traits or private life
- intimidation
- abuse of authority or humiliating treatment
- discrimination or favouritism
- sexual harassment

(Turvallisuuskeskus, 2017)

It is a good practice to address mistreatment as quickly as possible. If the situation is prolonged, the health of the victim can be compromised, the workplace can be strained and wellbeing can be compromised. In volunteering, the wellbeing and rewards that come with

volunteering are particularly important in motivating and engaging volunteers. Volunteers are not bound by employment contracts or material rewards, so it is important to pay attention to the emotional rewards and well-being of volunteers, and to address in a timely manner inappropriate treatment, bullying and harassment. Conflict is poorly tolerated in volunteering, where the main purpose of the activity is recreation and well-being (Karreinen et al., 2013).

3. Early intervention model

Mothers in Business MiB ry has the following early intervention model in place to address inappropriate behaviour within the association.

1. Notice and identify.

It is a good idea to address inappropriate behaviour as early as possible. Inappropriate behaviour can be reported not only by the person who is being harassed, but also by someone who is not the target of the harassment. A simple desire to discuss what you have experienced or to work together to find ways of dealing with the experienced harassment is a reason enough to contact us.

2. Contact us.

You can report inappropriate behaviour and harassment to the association. harassment contact person. The contact details of the harassment contact person can be found at the end of this document. The harassment contact person is bound by confidentiality and will not pursue the matter without the consent of the person contacted.

3. Speak up.

It is the role of the harassment contact to respond if inappropriate behaviour occurs in the association or if someone comes forward to report it. The harassment officer invites the parties to the conflict to come and discuss the matter. The matter can be discussed separately with each of them, then together. The discussion will include the views and experiences of the different parties, clarify the course of events and, if necessary, agree on how to proceed in the future. The discussion between the parties is strictly confidential. It is important that both parties feel heard and are allowed to express their views.

4. Agree.

At the end of the discussion, the parties agree together on how to proceed in the future in order to ease the situation. The aim of the discussion is to reach a common understanding of MiB's policies and to ensure that the association acts in accordance with its values. If necessary, a follow-up meeting can be arranged to monitor the situation.

5. Follow-up.

The harassment liaison officer will monitor the situation and liaise with both parties as necessary. If necessary, the matter may be revisited in step 3. If, despite discussion, the harassment continues, the matter will be referred to the Association's Board.

The last option to stop the mistreatment is expulsion from the association. According to the MiB Rules, *"The Board may expel a member who fails to comply with the conditions of membership or who has caused damage to the Association or to other members. The*

person to be expelled has the right to be heard before the decision is taken. The expelled person may request that the matter be reconsidered at a board meeting. The request must be made within one month of the Board's decision and the Board must organise a meeting as soon as possible."

4.Contact details

Annica Moore
the harassment contact person, Executive director MiB ry
annica.moore@mib.fi
050 352 5347

Lähteet/ Reference list:

Karreinen, L., Halonen, M. & Tennilä, M. (2013). 10 askelta parempaan vapaaehtoistoimintaan. Helsinki: Vihreä sivistysliitto ry.

Työturvallisuuskeskus (2017). Epäasiallinen kohtelu. Saatavilla:
<http://www.tyosuojelu.fi/tyoolot/epaasiallinen-kohtelu>