



## REPRESENTATION POLICY

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### **Purpose and background**

An essential part of the operations of Föreningen Ekonomerna is to maintain good contact and to exchange experiences with other business associations in Sweden and the Nordic countries. This policy intends to explain what applies to internal and external representation.

### **External representation**

External representation refers to larger events, organized by other unions and associations, where the Board received an official invitation. If association representation is considered legitimate, two representatives from the Association, primarily the President and the Vice President, alternatively one or two board members, may receive travel expenses for the means of transport the Board finds most favourable to the Association. The representatives also have the right to compensation covering the tickets cost for the external representation. When the Board sends more than two representatives, they also have the right to compensation for both the means of transport and the ticket, if this is economically feasible. Compensation for food during official representation may also be received, if the Board considers it legitimate.

### **Conferences**

The President and the Vice President of the Association, or better suited Board member, shall attend conferences that are considered to be beneficial to the association. These are entitled to receive compensation for the entire conference fee as well as travel compensation for the means of transport the Board finds most favourable to the Association. If considered legitimate, the Board may send more representatives attending the conference. These persons are then entitled to compensation for both the conference fee and the transport.

### **Meetings with external parties**

In meetings with other unions, associations or companies in the purpose of favouring the strategic development of the Association, the Association may cover food and travel expenses for the Board member or other representative appointed by the Board. At such meetings, reporting shall be made to the remaining board.



## **Internal representation**

The Board and Committee Chairs shall to the largest extent possible attend events arranged for members of Föreningen Ekonomerna. If the participation entails costs, the representatives may receive compensation if this is economically feasible. Project managers and project group for these arrangements shall only pay for alcohol-related expenses, which are attributable to the participation. This applies only if it is economically feasible for the project to subsidize other costs associated with the person's participation. Any subsidies must be included in the project budget and approved by the Board. Those who work actively during an event do not pay entry.

## **Gifts**

Representation gifts that is given in the name Föreningen Ekonomerna are paid by the Association in accordance to current legislation, but to the maximum cost of 300 SEK including VAT per person/organization. The cost of any representation gift shall be approved in accordance to the delegation order. A member of the Association is entitled to, as representative of the Association, receive symbolic gifts for personal use, which impose a low value according to current legislation.

Member of the association is not entitled, in its capacity as representative of the association, accept a gift on behalf of external parties. If the gift is intended for external parties, such as external companies, organizations, individuals or other party, the representative of the external party must receive the gift itself. In case of doubt regarding gifts, the Board shall be asked.

## **Public Statements**

Only members of the Board, or spokespersons appointed by the Board, have the right to comment on questions where the answers can be perceived as representative views of the members of the Association.