[Insert Name of Your Organisation] is committed to actively promoting equality, diversity and inclusion. To support this we have developed a code of conduct for the behaviours and management we would like to foster at our events and meetings. This applies to organisers, panellists, guests, speakers, participant and audience members.

**Expected Behaviour**

* Treat everyone with respect and consideration.
* Communicate openly and thoughtfully with others and be considerate of the multitude of views and opinions that are different than your own.
* Be respectful and mindful in your critique of ideas.
* Be mindful of your surroundings and of your fellow participants. Alert [Insert name of Your Organisation] staff/trustees if you notice a dangerous situation or someone in distress.
* Respect the rules and policies of the venue hosting this meeting.

**Unacceptable Behaviour**

* Harassment and intimidation, including any verbal, written, or physical conduct designed to threaten, intimidate, or coerce another delegate, conference organizers, or staff;
* Discrimination based on gender or gender identity, sexual orientation, age, disability, physical appearance, body size, race, religion, national origin, or culture;
* Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, [Insert name of Your Organisation staff or volunteer] member, service provider or other meeting guest;
* Examples of unacceptable behaviour also include, but are not limited to: inappropriate use of nudity and/or sexual images in public spaces or in presentations; threatening or stalking any meeting participant; sexually harassing any meeting participant;
* Disrespectful disruption of presentations and speeches

**Consequences**

* Anyone requested to stop unacceptable behaviour is expected to comply immediately.
* [Insert name of Your Organisation] (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning and potentially without refund.
* [Insert name of Your Organisation] reserve the right to prohibit attendance at any future meeting.

**Reporting Unacceptable Behaviour**

* If you are the subject of unacceptable behaviour or have witnessed any such behaviour, please immediately notify the organisers. [You can choose to add a named representative here to make raising concerns and complaints easily]
* Reporting should never be done via social media.