

# Code of Conduct for IET Events and Conferences

## 1. Purpose

At the IET we include everyone. Our EDI strategy demonstrates our commitment to building an inclusive culture that inspires, engages and celebrates the diversity of our members, volunteers, colleagues and the wider engineering and technology community. As such, we are committed to providing a friendly, safe and welcoming environment at all our events, regardless of gender, sexual orientation, disability, race & ethnicity, beliefs or any other characteristic.

This code of conduct outlines our expectations for participant behaviour, as well as the consequences for breaching the code of conduct.

We expect all attendees including delegates, exhibition visitors, speakers, volunteers, press & media, organisers, venue staff, sponsors and exhibitors to adhere to the code of conduct and to ensure a welcoming and positive experience for all.

## 2. Expected behaviour

- Treat all other participants with respect and dignity.
- Participants/delegates must not take part in any demeaning, discriminatory or harassing behaviour, or introduce any unacceptable material or speech.
- Be considerate, respectful, and collaborative.
- Follow all applicable rules of the event and venue.
- Co-operate with event staff.
- Be mindful of your surroundings and other participants.
- Alert conference organisers if you notice a dangerous situation or someone in distress.

## 3. Unacceptable behaviour

- Unacceptable behaviours & materials include intimidating, harassing, bullying, abusive, discriminatory, derogatory, or demeaning materials or conduct by any attendees of the event and related event activities. Many event venues are shared with members of the public; please be respectful to all individuals.
- Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating someone's dignity or creating an intimidating,

hostile, degrading, humiliating or offensive environment for them. A single incident is harassment.

- Examples of harassment may include:
  - unwanted physical conduct
  - invading personal space
  - unwelcome sexual advances or suggestive behaviour
  - sending or displaying material that some may find offensive
  - inappropriate use of nudity and/or sexual images in public spaces (including presentation slides) offensive e-mails, text messages or social media content
  - jokes or remarks that some may find offensive
  - demeaning or belittling a person
  - deliberate intimidation
  - stalking or following
  - unwanted photography or recording
  - sustained disruption of talks or other events (whether verbal or otherwise)
  
- Bullying is offensive, intimidating, malicious or insulting behaviour involving misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened.
  - Examples of bullying may include:
    - physical or psychological threats
    - intimidation
    - inappropriate and/or derogatory remarks
    - ignoring or shunning someone
    - physical, written, verbal or other abuse
    - annoyance
    - pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person
  
  - It is important to note that those accused of bullying and harassment are not always aware they have caused offence. A key understanding is not whether the conduct was intended on the part of the perpetrator, but if it is unwanted on the part of the recipient.

- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.
- Any violent, lewd or offensive behaviour or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behaviour or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs.
- Possessing alcoholic beverages, except in areas specifically designated for the consumption of alcohol. Please drink responsibly.
- Possessing any illegal substance, including but not limited to narcotics, marijuana, or other illegal drugs.
- Smoking – other than in designated areas.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behaviour.
- Failure to obey any rules or regulations of the venue.

#### **4. Consequences of breaching the code of conduct**

Unacceptable behaviour of any attendee including, delegates, exhibition visitors, speakers, volunteers, press & media, organisers, venue staff, sponsors and exhibitors will not be tolerated.

Those asked to cease unacceptable behaviour are expected to comply immediately. If a participant breaches the code of conduct, the conference organisers will take action, this may include expulsion from the conference without warning or refund.

Legal action may be considered if a criminal offence is suspected and may be reported to the Police or other relevant authorities.

#### **5. Unacceptable behaviour during virtual events including teaching courses**

Delegates are required to follow the expected behaviour in point 2.

Delegates should not use the chat inappropriately, this may include:

- Use of inappropriate language - expletives / swearing.
- Sharing links about commercial products / services / advertising.
- Verbally attacking a speaker or delegate.
- Delegates should not impersonate another person.
- Delegates should not use the Q&A to have conversations.

## **6. Consequences of unacceptable behaviour during virtual events including teaching courses**

Inappropriate messages will be deleted. The delegate responsible will be contacted privately informing them why their message has been removed and will be issued a warning. If the delegate continues to send inappropriate messages they will be removed from the event.

Breaches of a severe nature will result in removal from the event. This is at the discretion of the moderator. The delegate will be informed via email why they've been removed from the event.

The chat may be removed for the duration of the event.

## **7. What to do if you witness or experience unacceptable behaviour**

If you experience or witness unacceptable behaviour, or have any other concerns, please notify a conference organiser as soon as possible. All reports will remain completely confidential.

Event staff will be available to help participants and when appropriate contact venue security or local police. It is our objective to ensure that all participants feel safe throughout the conference. You can report unacceptable behaviour to any member of staff. Staff can be found at the registration desk onsite or you may email the contact below.

[ietconferences@theiet.org](mailto:ietconferences@theiet.org)

A participant should never knowingly make a false or misleading accusation.

## **8. Accountability**

We expect all conference participants (staff, sponsors, exhibitors, volunteers, speakers, attendees – conference & exhibition, press & media and other guests) to abide by this code of conduct at all conference venues and conference-related social events.

## **9. Photography/Filming**

Filming and photography may take place at our events. Written consent will be sought for photographs that highlight specific individuals. Registration forms and signs will clearly state when filming and photography is taking place allowing the IET to film and take group and crowd shots. If an attendee does not want to be filmed or photographed please contact the conference organisers.

## **10. Contact Information**

[ietconferences@theiet.org](mailto:ietconferences@theiet.org)