

## Code of Conduct for Events

An Events Code of Conduct is a set of guidelines designed to promote a safe, respectful, and inclusive environment for all participants, including staff, attendees, and partners. It outlines the expected behaviours and provides clear consequences for any actions that could harm or endanger others.

In industries like alcohol and hospitality with the potential for excessive drinking inhibiting normal standards of behaviour, safeguarding is especially important. This can protect staff from harassment, discrimination, and unsafe behaviours, ensuring that everyone feels secure and supported. A strong Code of Conduct helps prevent harm, creates accountability, and fosters a culture of respect at every event.

This template provides a framework to develop a code of conduct for events put on by/at/with your company. Replace the highlighted bracketed sections with your relevant information to create a clear, concise, and effective code of conduct.

Ensure all your staff and any workers or volunteers have read and understand this code of conduct before the start of all events. We would recommend that all event attendees must actively acknowledge that they have read the Code of Conduct, or agree to the principles, before being permitted and can use the below with a tick box to confirm that they agree to the principle.

As a minimum this could look to be the following statement coupled with a compulsory tick box:

*By attending this event, I agree to adhere to the Code of Conduct outlined. I commit to upholding a safe, respectful, and inclusive environment for everyone. I accept that the organisers of the event will be the arbiters for acceptable standards and have the right to act as appropriate to ensure the safety of all.*

## Code of Conduct for Events – Template

By attending this event, you agree to adhere to the Code of Conduct outlined. All attendees are expected to review the policy in advance, and participation signifies your commitment to upholding a safe, respectful, and inclusive environment for everyone.

### Our Commitment:

We are dedicated to fostering a welcoming, inclusive, and safe environment at all our events. This code of conduct defines the expected behaviours and consequences for any actions that could harm the well-being or safety of attendees.

### Who This Applies To:

This code of conduct applies to everyone involved in our events, including but not limited to:

- Sponsors
- Speakers
- Attendees
- Media
- Contractors
- Exhibitors

### Our Principles:

1. All participants are expected to behave professionally and respectfully during the event and in any pre- or post-event interactions. Everyone has a responsibility to look after their own safety and the safety of others.
2. We do not tolerate discrimination, harassment, or unsafe behaviour in any form. Examples of unacceptable behaviour include:
  - a. Discrimination: Offensive comments or jokes based on age, disability, gender identity, race, religion, sex, sexual orientation, or any other characteristic protected by law. For instance, making derogatory remarks about someone's religion or mocking someone for a disability.
  - b. Harassment: Unwanted physical contact, inappropriate sexual advances, suggestive comments, or intimidation. This includes behaviour such as catcalling, touching without consent, or making sexually charged jokes.
  - c. Disruptive Behaviour: Actions that interfere with the event, such as shouting over speakers, interrupting presentations, or staging protests in a manner that disrupts proceedings.
3. Illegal Substance Use: Possession or consumption of illegal drugs or substances at the event.
4. Excessive Alcohol Consumption: Consuming alcohol in a way that leads to unsafe or inappropriate behaviour, such as becoming belligerent, overly intoxicated, or engaging in physical altercations.
5. Health & Safety Violations: Failure to follow venue-specific rules, including smoking in non-designated areas, or ignoring event health and safety guidelines such as fire safety procedures.



### **Consequences for Breaching the Code:**

If any individual is found breaching the code of conduct, they will be asked to stop immediately. Depending on the severity of the situation, responses may include:

- Directly addressing the behaviour with the individual or their company representative.
- Involving venue security for immediate action.
- Removal from the event without prior warning or refund.
- Referral to law enforcement authorities for serious infractions.
- A ban from attending future events hosted by our organisation.
- The decision on whether behaviour violates the code will be made at the sole discretion of event organisers, and their decision will be final.

### **How to Report Unacceptable Behaviour:**

If you witness or experience harassment, discrimination, or behaviour that makes you feel unsafe, we encourage you to report it to the event team on-site. Event staff will be available to assist and have been trained on the code of conduct and how to respond to such situations.

For incidents that happen after the event, you can report them by emailing [\[contact details\]](#) with details of the incident. All reports will be handled professionally and confidentially.

### **Support for Those Affected:**

If you experience unacceptable behaviour, we are committed to ensuring you receive appropriate support, which may include:

- Providing a private, confidential space to discuss the incident.
- Arranging medical or mental health support on-site or through referral.
- Offering information on available external support services.
- Follow-up contact from a dedicated representative of the organisation to ensure your well-being.

We are here to ensure your safety and comfort at all times during our events. If you need help, don't hesitate to reach out to a member of the event team or contact us at [\[contact details\]](#).