

Events Code of Conduct

Purpose

At AuSAE, we believe in fostering a strong and robust association sector in Australia and New Zealand through providing professional development, support and networking opportunities for existing and emerging leaders. To make it possible for collaboration and learning, AuSAE are committed to facilitating a welcoming and respectful community for all associations. This Events Code of Conduct shares our expectations and applies to all attendees, employees, exhibitors, speakers, suppliers, sponsors, volunteers and other participants at all AuSAE sponsored events. We empower all participants at your organisation to actively engage in creating a friendly and safe environment for all.

Expectations

- Be kind and considerate. Respect personal space and common courtesy rules for personal interaction.
- Be mindful of others around to ensure a great experience for all participants.
- Do not damage private or communal property.
- Promptly report any behaviour that makes you or others feel uncomfortable to the nearest venue representative.
- Unacceptable behaviors & materials include intimidating, harassing, 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 patrons of these locations.
- Harassment includes: offensive comments (verbal, written, or otherwise) related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing materials, photography or recording; sustained disruption of talks or other events (whether verbal or otherwise); inappropriate physical contact, and unwelcome sexual attention.
- Wearing clothing that is not suitable for a professional work environment, that is provocative, or otherwise potentially offensive.
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, 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, as determined by AuSAE and its management, in their sole discretion.
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.
- Any boisterous, lewd or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs,
- Possessing any open can, bottle or other receptacle containing any 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. AuSAE does not tolerate the use or abuse of illegal substances anywhere in the Venue.

- 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 behavior.
- Failure to obey any rules or regulations of the Venue.

Consequences of unacceptable behaviour

Unacceptable behaviour will not be tolerated whether by other attendees, media, speakers, volunteers, organisers, venue staff, sponsors, or exhibitors. Anyone asked to stop unacceptable behaviour is expected to comply immediately. If a participant engages in unacceptable behaviour, the AuSAE may take any action they deem appropriate, up to and including expulsion from the event without warning or refund. AuSAE reserves the right to include further expulsions from any other AuSAE events for an unspecified time frame.

What to do if you witness or are subjected to unacceptable behaviour

If you are subjected to unacceptable behaviour, notice that someone else is being subjected to unacceptable behaviour, or have any other concerns, please notify a conference organizer as soon as possible. All reports will remain completely confidential.

Event Staff will be available to help participants contact venue security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the conference. You can report unacceptable behavior to any member of staff. Staff will be present at all AuSAE events or can be emailed at any stage.

Honesty and integrity

- Act honestly when performing their duties.
- Avoid conflicts of interest and activities for personal gain or which are at the expense of AuSAE.
- Do not accept gifts, benefits or favours that may influence or be reasonably seen to influence a venue or a participant's decision making.

Fairness

- Serve participants impartially.
- Foster an environment where the interaction among employees, volunteers, suppliers and members is conducted fairly, and discrimination, harassment or abuse of any sort is opposed.

Scope

- We expect all conference participants (staff, sponsors, volunteers, speakers, attendees, and suppliers and other guests) to abide by this code of conduct at all AuSAE events.