

## Code of Conduct at UCISA Events and Conferences

(whether run by UCISA, any UCISA committee or community, or Ucisa Services Limited (USL))

### Purpose

At UCISA, our mission is to connect, share and transform. We connect the professionals we represent, fostering a strong and empowered community in digital transformation and Information Technology within the Education sector. UCISA is committed to creating an environment at all our events where everyone feels safe and is treated with respect, regardless of age, gender, sexual orientation, disability, religion and beliefs, ethnicity and class.

The purpose of this code of conduct is to outline UCISA's expectations for the conduct of delegates and exhibitors attending and participating in events and activities organised by UCISA; both in-person and virtual. This code of conduct also outlines the consequences of breaching the code of conduct.

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### Scope

- This code of conduct applies to all UCISA events including both in-person and virtual events.
- All attendees, including delegates, organisers, exhibitors, speakers, sponsors and suppliers, are expected to abide by this Code of Conduct.
- Attendees are reminded that they attend UCISA events in a work capacity and, as a result, must also comply with any requirements, policies and procedures their respective organisations may mandate.

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### Expected Behaviour

- Attendees are required to behave professionally.
- Attendees are to treat everyone with respect, kindness, courtesy and dignity.
- Attendees are encouraged to actively contribute to an inclusive environment by:
  - Welcoming and engaging with new participants, particularly those attending alone or for the first time
  - Being mindful of speaking time in discussions to ensure all voices are heard
  - Offering support to colleagues who appear isolated or uncomfortable

- Respecting and using colleagues' stated pronouns and preferred names
  - Using inclusive language and avoiding sector-specific jargon without explanation
  - Attendees are to notify the conference organisers immediately should they notice a dangerous situation or see someone in distress.
  - In events where alcohol consumption is involved, attendees are expected to consume alcohol responsibly.
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## Unacceptable Behaviour

- Harassment and/or sexist, racist, or exclusionary comments or jokes are strictly prohibited and will not be tolerated. Harassment may include, but is not limited to:
    - Stalking and photography or recording of an individual without consent
    - Unwelcome sexual attention or suggestive behaviour
    - Unwanted physical contact
    - Offensive jokes and/or remarks
    - Discriminatory actions and/or comments related to a person's gender, sex, ethnicity, sexual orientation, disability, age, marital status, religion and beliefs, and other protected characteristic under the Equality Act 2010 or any subsequent legislation
  - Possession and/or use of illegal substances are strictly prohibited at all UCISA events and facilities, including venues and hotel rooms booked by UCISA.
  - Bullying in any form, be it physical, verbal or non-verbal, will not be tolerated.
  - Excessive consumption of alcohol that leads to a failure in maintaining professional boundaries and behaviours will not be tolerated.
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## Bystander Intervention

If you witness behaviour that appears to breach this code of conduct:

- Check if the affected person needs support
  - If safe to do so, calmly point out inappropriate behaviour to the person responsible
  - Alert UCISA staff or event organisers immediately
  - Please document what you observed as soon after the occurrence as possible
  - Respect confidentiality and allow the organisers to manage the situation
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## Breach of the Code of Conduct

- Attendees (*including delegates, organisers, exhibitors, speakers, sponsors and suppliers*) who are asked to cease unacceptable/inappropriate behaviour are expected to comply immediately.
- Appropriate action will be taken against attendees (*including delegates, organisers, exhibitors, speakers, sponsors and suppliers*) who breach this code of conduct. This may include:

- Informing the individual that their conduct is unacceptable and reminding them that failure to adhere with the code of conduct could have further, more formal consequences,
  - limitation on attendance or ban on attending future events, or
  - expulsion from the event.
  - The imposition of appropriate sanctions will be at the sole discretion of the organisers, and no refunds will be made in these circumstances.
  - As you are attending any UCISA event in a work capacity and are therefore subject to the policies and procedures of your organisation, UCISA reserves the right to formally report any conduct deemed to be a breach of this code to your Human Resources department, to be dealt with under your organisations own procedures.
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## Reporting

- Unacceptable and inappropriate behaviour can be reported in confidence to the Event Organiser from UCISA in attendance at the event, or via email to [events@ucisa.ac.uk](mailto:events@ucisa.ac.uk).
  - For reporting an incident after the event, please email [events@ucisa.ac.uk](mailto:events@ucisa.ac.uk) providing as much information as possible. Any such report will be treated professionally and sensitively.
  - To protect both the safety and confidentiality of the victim or individual reporting the inappropriate conduct, no specific action will be taken without consultation with them.
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## Photography

Photographs may be taken by the UCISA team at the event for promotional use and this will be stated in attendees' joining instructions sent out by email prior to the event date. If you do not wish to be photographed, please contact the event organiser at [events@ucisa.ac.uk](mailto:events@ucisa.ac.uk).

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## Declaration

- By registering and attending any UCISA event including both in-person and virtual events, you consent to the following:
  - I have read carefully and understand the above Code of Conduct of UCISA Events and Conferences.
  - In the event of breach of Code of Conduct I acknowledge that:
    - I may lose the privilege of attending the event and may not be allowed to attend future events.
    - My organisation may be notified of the breaches.
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## Contact Information

Should you have any questions, please contact us at [events@ucisa.ac.uk](mailto:events@ucisa.ac.uk).