

**Events - Delegate Code of  
Conduct Policy**

<b>Owner</b>	Head of Events and Engagement
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## Table of Contents

1. Purpose .....	3
2. Scope .....	3
3. Policy .....	3
4. Breach of the code of conduct .....	3
5. Health and Safety .....	4
6. Use of equipment, systems and facilities .....	4
7. Document Control .....	4

## 1. Purpose

- 1.1 The purpose of this policy is to outline the rules governing the conduct of delegates attending the events and activities of Alan Turing Institute and Group (hereafter the Institute) and provides guidance on the expected standards of conduct, both at events within the Institute and at external providers.

## 2. Scope

- 2.1 This policy applies to all attendees of events organised or hosted by The Alan Turing Institute

## 3. Policy

The Alan Turing Institute is committed to making its events productive and enjoyable for everyone, regardless of gender, sexual orientation, disability, physical appearance, race, nationality or religion. We will not tolerate harassment in any form. All delegates are expected to adhere to the following key principles:

- 3.1 Delegates are required to behave professionally - harassment and/or sexist, racist, or exclusionary comments or jokes are not appropriate. Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes offensive comments related to gender, sexual orientation, disability, physical appearance, body size, race or religion.
- 3.2 All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery is not appropriate.
- 3.3 Be kind to others. Do not insult or put down other delegates.
- 3.4 Delegates are expected to register and arrive in good time for the start of events. It is at the organisers discretion to allow delegates to enter an event 15 minutes after its start time or if they have not registered.

## 4. Breach of the code of conduct

- 4.1 Any delegate who wishes to report a violation of this policy is asked to speak, in confidence, to the Event Coordinator, who will introduce themselves at the beginning of the event, or if in doubt, email [events@turing.ac.uk](mailto:events@turing.ac.uk), or speak to the Reception of the Alan Turing Institute to seek out the Event Coordinator.
- 4.2 Delegates asked to stop any inappropriate behaviour are expected to comply immediately. Anyone violating these rules may be asked to leave the event at the sole discretion of the organizers without a refund.
- 4.3 Legal action may be considered if a criminal offence is suspected and, if appropriate, the matter may be reported to the Police or other relevant authorities.

## 5. Health and Safety

- 5.1 Delegates have a duty to take reasonable care for their own safety when attending events and have a responsibility to ensure the safety of others if affected by their own activities
- 5.2 Delegates are not permitted to tamper or adjust any event equipment, fixture or furnishing without express permission from the organisers.
- 5.3 Delegates are not permitted to enter any restricted area.
- 5.4 Delegates will have access to a cloakroom space but are solely responsible for their own belongings.
- 5.5 Delegates are expected to consume alcohol responsibly, and only when permitted as part of an event
- 5.6 Delegates are not permitted to bring in any food or alcohol from outside the premises to any event unless they have permission from the organisers.
- 5.7 The Institute accepts no responsibility for any injury or for the death of any person, while attending one of our events, unless such injury or death was occasioned by the negligence of the Institute.
- 5.8 Children attending events are the responsibility of a supervising adult, and are not permitted to attend unsupervised.

## 6. Use of equipment, systems and facilities

- 6.1 The Institute's resources should be used solely in respect of the event and the delegate's role in the event. Delegates are not permitted to make use of equipment or facilities for other purposes.
- 6.2 The Institute has a zero-tolerance approach to fraud and will investigate suspicious activity or if registration details appear fraudulent. The institute reserves the right of search.

## 7. Document Control

### 7.1 Version Control

Version Control					
Version (Issue No.)	Date of Issue	Review Date	Author	Approved	Owner
V0.1	February 2018		J. Stacey	Head of Events and Engagement	Head of Events and Engagement

### 9.2 Related Documents

Related Documents	
Document Title	Doc. Ref. No.
Equality and Diversity Policy	HRPOL006