

# IMPERIAL

## Institutional Events

### Event Code of Conduct and Imperial Ground Rules for Attendance

The Institutional Events Team is committed to ensuring inclusivity and that events are safe and enjoyable for everyone, regardless of sex, sexual orientation, disability, age, physical appearance, body size, ethnicity, nationality, or religion.

We will not tolerate harassment of participants in any form.

In line with [Imperial's conference policy](#), as part of the terms and conditions of attending any Imperial event, attendees are required to agree to adhere to this Code of Conduct.

#### Code of Conduct

Behave professionally. Harassment and 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 or belittling comments related to gender, sexual orientation, disability, age, physical appearance, body size, ethnicity or religion.

All communication should be appropriate for a professional audience, including people of many different backgrounds. Sexual language and imagery are not appropriate.

Be kind to others. Do not insult or put down other attendees.

This Code of Conduct is designed to balance [freedom of speech](#) while ensuring a productive and disciplined attitude is maintained by all participants of our events. This Code of Conduct works alongside other policy documents, including:

[Freedom of Speech](#)

[Conference Policy](#)

[Ethics-Code.pdf](#)

[Student Code of Conduct](#)

#### Incident reporting and resolution

If you observe someone not adhering to this Code of Conduct or is in any way making you or anyone else feel unsafe or unwelcome, please tell them so, and remind them of this Code of Conduct.

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If you are hesitant about addressing the person yourself, report it as soon as possible to a member of the Institutional Events Team onsite at the event or email us at [events@imperial.ac.uk](mailto:events@imperial.ac.uk)

Please explain what happened and who was involved so that we can investigate.

Institutional Events is committed to addressing and resolving any matters that arise to the best of our abilities.

## Sanctions

When someone is asked to stop any behaviour that makes others uncomfortable, they are expected to comply immediately.

In response to inappropriate behaviour (e.g., sexual content, rudeness, unprofessional behaviour) organisers may take any action they deem appropriate, including warning the person in question, asking them to leave the event, or removing them from a mailing list or Group.

Specific actions may include but are not limited to:

- asking the person to cease the inappropriate behaviour and warning them that any further reports will result in other sanctions.
- requiring that the person avoid any interaction with, and physical proximity to, another person for the remainder of the event.
- early termination of a talk that violates the policy.
- not publishing the video or slides of a talk that violates the policy.
- not allowing a speaker who violated the policy to give (further) talks at the event.
- immediately ending any event responsibilities or privileges held.
- requiring that the person immediately leave the event and not return.
- blocking the person on social media platforms (for a defined time period).
- banning the person from future events (for a defined time period).
- publishing an anonymous account of the harassment.
- reporting the incident to the person's employer.

Thank you for your participation and for your efforts to keep it welcoming, respectful, and friendly for all participants!