

Code of Conduct

THE COMPLIANCE ACADEMY is committed to providing a safe, respectful, harassment-free, accessible, productive, and welcoming environment for all ACADEMY event participants and ACADEMY staff, with equity in rights for all.

1. Activities and Interaction

Everyone involved in ACADEMY activities, including, but not limited to, committees, focussed interest groups, outreach programmes and staff, are expected to abide by this Code of Conduct.

Expected Behaviour

- Everyone should be treated with respect and consideration, valuing a diversity of views and opinions.
- Communication should be open and respectful.
- There should be no personal attacks against individuals or groups of individuals.
- You should alert ACADEMY staff if you notice a problematic or dangerous situation, or someone in distress (see safe reporting procedure below).
- Respect the rules and policies of the activity you are participating in as well and those of any venue or location being used.

Unacceptable Behaviour

- Overt and/or covert acts of harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of anyone will not be tolerated. Examples of unacceptable behaviour include, but are not limited to, verbal comments related to any protected characteristic including gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin. Also inappropriate use of nudity and/or sexual images in public spaces, presentations, emails, messaging apps or social media. Threatening or intimidating behaviour.
- Sustained disruption of ACADEMY activities.
- Anyone requested to stop unacceptable behaviour is expected to comply immediately.
- If you do not comply immediately, ACADEMY staff (or their designee) or security may take any action deemed necessary and appropriate.
- THE COMPLIANCE ACADEMY reserves the right to prohibit attendance at any future ACADEMY activity.

2. Events

All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, ACADEMY staff, service providers, and others are expected to abide by this Code of Conduct. This Code of Conduct applies to all ACADEMY events, either in person or virtual, and also includes those sponsored by organisations other than THE COMPLIANCE ACADEMY but held in conjunction with ACADEMY events, in public or private facilities.

Expected Behaviour

- All participants, attendees, exhibitors and ACADEMY staff are treated with respect and consideration, valuing a diversity of views and opinions.

- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other attendees, participants, exhibitors, and ACADEMY staff.
- Be mindful of your surroundings and of your fellow participants.
- Alert ACADEMY staff/organisers if you notice a problematic or dangerous situation, or someone in distress.
- Respect the rules and policies of the meeting venue, hotel, ACADEMY contracted facility, or any other venue.
- In virtual events, make use of the 'raise your hand' function or the chat box to contribute to discussion and wait to be invited to speak by the host.
- Be considerate and respectful when speaking or using the chat function.

Unacceptable Behaviour

- Overt and/or covert acts of harassment, intimidation, or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, ACADEMY staff member, service provider, or other meeting guest will not be tolerated. Examples of unacceptable behaviour include, but are not limited to, verbal or virtual chat function comments related to any of the protected characteristics including gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin. Also inappropriate use of nudity and/or sexual images in public spaces, presentations in email or messaging apps. Threatening or stalking any attendee, speaker, volunteer, exhibitor, ACADEMY staff member, service provider, or other meeting guest both in person or online.
- Recording or taking photography of another individual's presentation without the explicit permission of the speaker is not allowed. The only exception being that the first slide (with the name of the individual) can be photographed, if you wish to share on social media.
- Sustained disruption of talks at oral or poster sessions, in the exhibition hall, or at other events organized by the ACADEMY at the meeting venue, hotels, or other ACADEMY-contracted facilities.
- Not abiding by the instructions for virtual events, emailed to you by the ACADEMY. This includes but is not limited to:
 - talking over the hosts, other presenters or participants when they are speaking
 - not muting your microphone or switching off your video if asked
 - attempting to share your screen without permission.
 - if you are presenting, not sticking to the guidance provided e.g. over running on time or exceeding permitted number of slides
 - using the chat function publicly or privately to verbally abuse or harass another attendee in the event
 - disrupting others when they are speaking or presenting in any way
 - sharing the links to meetings with non-registered participants
- Anyone requested to stop unacceptable behaviour is expected to comply immediately.
- If you do not comply immediately, ACADEMY staff (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- The ACADEMY reserves the right to prohibit attendance at any future ACADEMY event or any event held in conjunction with an ACADEMY event.

Safe Reporting Procedure

- If you are the subject of, or have been subjected to unacceptable behaviour, or have witnessed any such behaviour, please immediately notify [Julie Methven](#) .
- If you are participating in an event or other ACADEMY activity, you can notify the member of THE COMPLIANCE ACADEMY staff that is on-site.