



### **FEMS Event Code of Conduct**

FEMS is committed to ensuring all people are treated with fairness, equality, dignity and respect, and as an organization appreciating valuing the full diversity of all. FEMS' goal is to be an organization free from discrimination, harassment and prejudice. FEMS aims to embed this in all its policies, procedures, day-to-day practices and external relationships. This policy applies to all people employed, volunteering, attending events and meetings arranged by FEMS and/or providing services financially supported by FEMS or using our services.

We seek to eliminate behaviour not meeting our values and high standards of expected conduct.

#### **What do we mean by bullying, harassment and discrimination?**

- Harassment, in general terms any conduct, actions or comments viewed as demeaning and unacceptable to the recipient. It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.
- Bullying is offensive, intimidating, malicious or insulting behavior, intended to undermine, humiliate, denigrate or injure the recipient. Bullying or harassment may be by an individual against an individual or involve groups of people.
- Discrimination is any prejudiced treatment, or unfavorable distinction made towards individuals or groups of individuals, based on the gender, race, sexual orientation, class or any other category to which they are perceived to belong.

We want to ensure issues are easily reportable, investigated appropriately and resolved quickly. Where necessary, we will also conduct a thorough, impartial and fair investigation of the incident. All incidents will be treated confidentially.

## **How to report a incident**

If a participant experiences or witnesses' harassment, they should contact a member of FEMS staff (identifiable by FEMS staff badge or by asking a member of the venue staff) to report the incident. If at any time a participant feels unsafe, they should contact meeting venue security immediately. Even if the participant is unsure that the incident was in violation of the FEMS Events Code of Conduct, they should contact a FEMS staff member.

The following information should be provided when reporting a breach of the FEMS Events Code of Conduct:

- Name and contact information of participant and any witnesses.
- Information (e.g. name, physical appearance) of the individual(s) who are accused of the breach of the Code of Conduct.
- The specific action or behavior that was in violation of the Events Code of Conduct.
- The date and approximate time of the incident.
- The location and circumstances surrounding the incident.

FEMS will investigate all complaints will be conducted in an unbiased manner. All complaints will be responded to promptly and treated seriously and, to the extent possible, confidentially. Complaints found to state a potential violation of the Events Code of Conduct will be referred to an Investigating officer, for investigation and who will recommend actions to be taken. We will let you know who your Investigating Officer is and you will also have a named member of staff (who will remain separate and independent from the complaint) to answer your queries about the process).