

## **Admissions Conference - Tuesday 30 March – Thursday 1 April 2021**

### **Code of Conduct Guide**

The experience of the Admissions Conference online conference should be that of an inclusive, safe, and productive event. To do this we are committed to making this online event welcoming for all. Therefore, all participants of the conference are required to adhere to the Admissions Conference Code of Conduct (the Code) outlined below. Please note that we will enforce the Code throughout an event. We expect cooperation from all delegates to help ensure a safe environment and reserve the right to remove any delegates that are not adhering to these behaviours.

#### **Acceptable behaviour**

- Treat all conference participants with respect, courtesy, and consideration.
- Value the diversity of opinions and views that other conference participants have.
- Avoid personal attacks on other delegates, and only critique ideas rather than personal critiques.
- Request permission from the conference organiser and the speaker before recording video/audio presentations and discussions.
- Presenters may request that their presentation is not shared on social media, and all attendees must respect this.
- Be conscientious of ensuring that others have the opportunity to speak in facilitated discussions.

#### **Unacceptable behaviour**

- Do not send abusive messages to any conference participant.
- We have a zero-tolerance policy to bullying, harassment, and intimidation. This includes but is not limited to: negative or derogatory comments about any protected characteristics (e.g race, ethnicity, religion, gender, gender identity and expression, age sexual orientation, mental illness and disability), physical appearance or socio-economic status.
- Do not disrupt any aspect of the virtual meeting, or interrupt the speakers and presenters.
- Do not use the chat windows or online forms to share inappropriate images, content or spam, which includes gratuitous or off-topic sexual or flashing gif images.

- Do not deliberately intimidate, follow, stalk or harass other delegates or carry out any inappropriate contact or unwelcome sexual attention e.g. text messages like “hug ”, sexualised comments or jokes..
- Do not cross-post – you must not share anything from chat areas or any information shared by other delegates generally without their consent.
- Posting or threatening to post other people’s personally identifying information (“doxing”).
- Advocating for, or encouraging, any of the above behaviour.

### **Consequences**

Delegates asked to stop any unacceptable behaviours will be expected to comply immediately. Conference organisers and moderators may take any action that they deem appropriate, including contacting and warning anyone not following the Code. We reserve the right to remove any delegate from the meeting without refund and prohibit attendance for future conferences.

### **For delegates experiencing unacceptable behaviour**

If you are being harassed, notice that someone else is being harassed or have any other concerns, please contact [events@ucas.ac.uk](mailto:events@ucas.ac.uk) immediately. All reports will be kept confidential.