



## The Swindon Inclusion and Diversity Network: Code of Conduct

The Swindon Inclusion and Diversity Network is a free, member only, network aimed at business leaders, HR Directors, Equality, Diversity & Inclusion Professionals, and anyone with the desire and power to effect change within their organisation.

At the Swindon Inclusion and Diversity Network, we believe that Inclusion and Diversity is about working together collaboratively, and we encourage our members to share best practice and hold each other to account for meaningful action.

This code of conduct sets out our expectations of all members and speakers. This network and our events present opportunities to learn, share knowledge and network. We believe the network and our events should represent a safe, enjoyable and inclusive environment for all people, irrespective of gender, race, ethnicity, age, sexuality, religion, disability, socioeconomic background, experience, size, shape and so on. No one should experience harassment, bullying or abuse. Any sign of such behaviour will be deemed unacceptable and will not be tolerated. This code of conduct explains exactly what we mean by unacceptable behaviour and outlines the steps someone subjected to such behaviour at an event or in our associated online groups can take to report it. Depending on the severity of the behaviour, and action taken, anyone found to have behaved unacceptably at one of our events or in our online groups may be excluded from future events, the network and online groups. We expect everyone involved in this network to be professional and respectful to others at all times. Everyone should be aware of the impact their behaviour can have on others.

We ask that you:

- Respect the venue, the members, the speakers and any equipment you may be allowed to use;
- Be courteous and well-mannered when speaking to someone or engaging with them;
- Treat people the same way you would like to be treated;
- Respect everyone's personal space.

We define unacceptable behaviour as being offensive in nature – it disturbs, upsets or threatens. It lowers self-esteem or causes overwhelming torment. It is characteristically repetitive and can take the following forms:

- Derogatory, inflammatory or discriminatory language, comments or conduct;

- Engineered episodes of intimidation, aggressive actions or repeated gestures;
- Heckling and disruption of talks;
- Unwanted photography or recordings;
- Stalking or following;
- Persistent and unwanted sexual advances;
- Encouraging any of this behaviour;
- Unwanted physical contact.

If you experience unacceptable behaviour at one of our events or in our online groups, we encourage you to report it in either of the following ways:

- Call out bad behaviour. If you are disrespected, or witness this happening to someone else, engage politely with the person involved, if you feel able to, and let them know that you find their behaviour unacceptable and offensive. Sometimes the best way to change unacceptable behaviour is by bringing it to the person's attention and giving them an opportunity to acknowledge this and apologise;
- Report it to one of the network founders (Claire Farrow at Outsource, Emma Feltham at National Trust and Nicole Hardiman at Nationwide) – speak to one of us in person (you'll be able to identify us by our name badges at events), contact us via LinkedIn, email one of us, or complete our event feedback form.

When reporting, please provide as much detail as possible, preferably your name and contact details (email, mobile phone and address), the time it occurred, the place it occurred and the names and contact details of any witnesses.

We will investigate and follow up on any unacceptable behaviour reported and will report back to you on our findings and the course of action we will take as a result. This could include warnings, direction to learning resources on the topic of harassment, bullying or anti-social behaviour, temporary or permanent exclusion from our events, network or online groups, and if necessary, reporting to the police.

At our events other members may share confidential information, under the Chatham House Rule. You should not pass on information shared in confidence or attribute quotes to specific participants without their explicit consent. Members are free to use the information gained from events to assist organisations they are involved in and to implement good practice but should not reveal the identify or affiliation of the speakers or members sharing this information.

The purpose of this network is not to sell products or services to other members, so please be respectful of group members' time and motivations for joining. Only expertise and services which fall in line with Inclusion and Diversity may be offered. Unsolicited sales activities are not permitted and will be considered as inappropriate behaviour and should be reported as outlined above.