



Policy Owner: Director Corporate Services

Policy Reviewer: Marketing Manager

Commencement: 1 January 2024

Events Code of Conduct

1. Purpose

- 1.1. Local Government Procurement (LGP) is committed to providing a safe, inclusive, and respectful environment for all participants at our events.
- 1.2. This Code of Conduct outlines the behaviour expected from all attendees, including organisers, speakers, sponsors, volunteers, and participants.
- 1.3. By attending an LGP event, you agree to abide by this Code of Conduct when engaging onsite, through the online platform or on social media.
- 1.4. The purpose of this Code of Conduct is to get participants fully aligned on what constitutes unacceptable behaviour, how it can be reported, and what will be done about it.

2. Application

- 2.1. This Code of Conduct applies to event attendees, speakers, sponsors, partners, event support staff, LGP staff and Board members.
- 2.2. This Code of Conduct is to be used in conjunction with any signed Sponsorship Agreement, and event registration.
- 2.3. LGP reserves the right to amend this Code of Conduct at any time and for any reason.

3. Acceptable and Expected Behaviour

- 3.1. We expect everyone to be professional and respectful to others, and aware of the impact their behaviour can have on others. We ask that you:
 - 3.1.1. Respect the event staff.
 - 3.1.2. Be courteous and well-mannered when speaking to someone or engaging with them in any mode in person or digitally.



- 3.1.3. Treat all participants with respect, professionalism, and courtesy.
- 3.1.4. Respect someone's right not to engage in networking or connection with you.
- 3.1.5. Engage in open and constructive dialogue, while being mindful of the diverse backgrounds and perspectives of others.
- 3.1.6. Be considerate of others' viewpoints and experiences, even if they differ from your own.
- 3.1.7. Maintain a harassment-free environment, free from discrimination, intimidation, or offensive behaviour based on race, gender, sexual orientation, disability, age, religion, or nationality.
- 3.1.8. Respect the privacy and personal space of others.

4. Unacceptable Behaviour

- 4.1. Unacceptable behaviour is offensive in nature, it may disturb or upset an individual or make them feel threatened and will not be condoned by LGP. It can include:
 - 4.1.1. Harassment, including but not limited to, offensive or derogatory verbal or written comments, unwelcome advances or following, stalking, intimidation, inappropriate or unwanted physical contact, or unwelcome sexual attention.
 - 4.1.2. Harassment, discrimination, or exclusion based on race, gender, gender identity and expression, sexual orientation, disability, age, physical appearance, race, ethnicity, or religion.
 - 4.1.3. Disruptive or disrespectful behaviour during presentations, workshops, or any activities.
 - 4.1.4. Non-consensual photography, recording, or distribution of images or content without explicit permission.
 - 4.1.5. Sexual, graphic, or culturally inappropriate images.
 - 4.1.6. Derogatory, inflammatory, or discriminatory language, comments, or conduct.
 - 4.1.7. Repetitive heckling and disruption of talks.
 - 4.1.8. Any form of verbal or written abuse or aggressive behaviour.
 - 4.1.9. Advocating for or encouraging unacceptable behaviour.
 - 4.1.10. Participating in activities that undermine LGP, or its representatives.
 - 4.1.11. Advocating for or encouraging others to undermine LGP, or its representatives.
 - 4.1.12. Advocating for or encouraging others to undermine LGP services.



5. Consequences of Unacceptable Behaviour

- 5.1. Unacceptable behaviour will not be tolerated whether by other attendees, speakers, volunteers, organisers, venue staff, sponsors, exhibitors, or LGP staff.
- 5.2. Anyone asked to stop unacceptable behaviour is expected to comply immediately.
- 5.3. If a participant engages in unacceptable behaviour, the conference organisers may take any action they deem appropriate, up to and including expulsion from the event without warning or refund.

6. Reporting Unacceptable Behaviour

- 6.1. If you experience or witness any breaches of this code of conduct or have other concerns, please contact the event organiser, or LGP staff member.
- 6.2. You may bring a person to support you when making a report, and we will ensure your report is confidential. You will not be asked to confront the person in question, and we will not share your personal details.