



# Events Code of Conduct

This document outlines our expectations of those participating in all events or event-like activities hosted by or on behalf of the Association of Coloproctology of Great Britain and Ireland (ACPGBI). It has been developed by the Royal College of Surgeons of England and adapted for use by ACPGBI with permission.

Participants include, but are not limited to speakers, chairs, attendees, staff, volunteers and sponsors at events and members of staff or representatives of venues or spaces being used by ACPGBI to conduct activities or events.

By agreeing to participate in and attending an event in person or online, all individuals agree to abide by this Events Code of Conduct and failure to comply will result in action by ACPGBI.

## Participation in events

### Acceptable Behaviours

Acceptable behaviours include but are not limited to:

- treating everyone with kindness and integrity including fellow attendees, speakers, staff and volunteers
- demonstrating professionalism, being considerate, respectful and courteous to those in attendance
- respecting diversity of thought from fellow participants
- respecting individuals' protected characteristics<sup>1</sup> i.e. age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation and other characteristics
- being mindful of one's surroundings and fellow participants
- respecting the housekeeping requests of the venue where the meeting is being held
- respecting online meeting etiquette
- promptly alerting the event organisers if an individual notices a potentially dangerous situation or someone in distress
- intervening to help someone in danger or at risk from harassment or other poor behaviour, if safe to do so, and promptly alerting the event organisers
- reporting unacceptable behaviours to the event organisers
- demonstrating professionalism when using social media in relation to ACPGBI meetings and events and following GMC guidance <https://www.gmc-uk.org/-/media/gmc-site/ethical-guidance/mdg-2023/using-social-media-as-a-medical-professional-english.pdf>

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<sup>1</sup> As defined by the Equality Act 2010: [Protected characteristics | EHRC \(equalityhumanrights.com\)](https://www.equalityhumanrights.com)

All participants shall conduct their interactions at ACPGBI in compliance with all applicable laws, rules, and regulations. This includes the GMC's Good Medical Practice.

## Unacceptable Behaviours

Unacceptable behaviours include but are not limited to:

- intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct, including conduct, both physical or verbal, intended to provoke
- offensive verbal comments, including, but not limited to, comments relating to protected characteristics: i.e. age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- inappropriate use of nudity e.g. sexual or lewd images
- intimidation, stalking, inappropriate or unwelcome advances
- harassing photography or recording
- inappropriate or unwelcome physical contact or verbal advances
- sexual misconduct of any kind
- intentional disruption of the event, e.g. during presentations, networking, refreshment breaks
- physical, written, verbal or other abuse e.g., threats, annoyance, pushing, shoving or physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates anxiety or apprehension in an individual
- boisterous, lewd or offensive behaviour or content such as profanity, obscene gestures or slurs
- possession of any item that can be used as a weapon, which may cause danger to others if used inappropriately
- possessing alcoholic beverages in areas not specifically designated for the consumption of alcohol
- possessing any illegal substance such as narcotics
- being under the influence of substances, alcohol or drugs, to the point of unseemly intoxication

## Making a Complaint

The ACPGBI takes all complaints and allegations regarding breaches of the Code of Conduct seriously

All participants in any role at ACPGBI events are encouraged to be active bystanders. Any participant who thinks they have experienced or seen activity which violates the letter or spirit of this Events Code of Conduct, should speak to a member of the ACPGBI administrative team who will escalate this as appropriate. For guidance on being an active bystander visit <https://www.breakingthesilence.cam.ac.uk/prevention-support/be-active-bystander>

Breaches of the ACPGBI Code of Conduct can be reported by contacting the administrative team at [admin@acpgbi.org.uk](mailto:admin@acpgbi.org.uk)

## Investigations

The ACPGBI will reserve the right to report allegations of sexual misconduct, including sexual harassment and other forms of bullying and harassment made against a member, to the alleged perpetrator's employer so that, where appropriate, an investigation can be conducted under the terms of employment. For the purposes of such investigations, the ACPGBI will cooperate fully with the relevant Investigating Officer.

## Consequences of breaking the code at a meeting

We expect participants to follow this Events Code of Conduct at any ACPGBI event. The policy may be revised at any time by ACPGBI.

Unacceptable behaviour will not be tolerated. Anyone engaged in unacceptable behaviour as defined in this code, is subject to expulsion from the event.

If it is decided that an individual should leave an event, this decision will be conveyed by a member of the administrative team. This will be non-negotiable, and any fees paid to the organisation will not be returned.

ACPGBI will enforce this code and expect cooperation from all participants to help promote a safe and enjoyable experience for everyone. ACPGBI is committed to diversity, equality and inclusion, and to providing a safe and productive environment that fosters open dialogue and the free expression of ideas, free from harassment, discrimination and hostile conduct.

We recognise a shared responsibility to create and maintain that environment for the benefit of all. We are committed to a culture in which there is zero tolerance for bullying and harassment including sexual harassment or misconduct of any kind.

## Sanctions including withdrawal of membership

The ACPGBI promotes and enforces the standards specified within this Code, adherence to which is deemed to constitute a condition of membership or appointed/elected role. Those individuals who are found to have breached the Code through non-compliance with any of its provisions may be subject to removal or suspension of membership or appointed / elected role.

If, on the basis of a completed investigation by an employer, the GMC or any other regulatory body or associated professional organisation, a member or organisation is found to no longer be in good standing with the ACPGBI, membership of the ACPGBI or appointed/elected role will be withdrawn.

Where an investigation by the GMC, any other regulatory body or associated professional organisation or employer is ongoing, the ACPGBI will withhold taking any formal decision until the investigation is completed and the outcome is known. Any members in elected roles, including the Executive and Council, may be stepped down from the role whilst the investigation is carried out, after ACPGBI Executive discussion.

All decisions will be made by the ACPGBI Executive. Any action or outcome will be carried out with their full support.

**Date Reviewed: February 2025**