

SFE Member Code of Conduct



Introduction

The purpose of this policy is to:

1. Outline the rules governing attendance and participation at the events and activities of Scottish Financial Enterprise (SFE); and
2. Provide guidance on the expected standards of conduct for individual attendees representing corporate members.

Any breach of conduct will be reported to the Member Firm key contact or HR contact.

1.0 Scope

This policy applies to all events organised or hosted by SFE, both in person and virtual.

2.0 Policy

SFE is committed to making its events productive and enjoyable for everyone, regardless of gender, sexual orientation, disability, physical appearance, race, nationality, or belief. We are committed to providing dignity for all attendees.

All members are expected to adhere to the following key principles during an in person and virtual event:

- We expect that when attending events, representatives of SFE members will always behave to an appropriate professional standard. It should be foremost in the mind of every attendee that they are there as a representative of their employer.
- SFE supports inclusion and the right to attend events free from harassment. By harassment, we mean any unwanted conduct which has the purpose or effect of:
 - violating another person's dignity
 - creating an atmosphere of hostility, humiliation, or intimidation for another attendee.

This can be direct or indirect, blatant or subtle. It can relate to physical conduct, or to verbal conduct. This means that we expect our representatives to:

- Always communicate in a manner appropriate for a professional audience and setting.
 - Respect the right of others to speak and to present without interruption.
 - Refrain from inappropriate attention and unwanted physical contact.
 - Ensure that when photos and recordings are taken consent is properly obtained.
 - Speak and behave respectfully, in a manner that avoids exclusionary or offensive language, particularly that relating to gender, sexual orientation, disability, physical appearance, race, nationality, or belief,] which may leave other attendees feeling unsafe or unable to participate.
- Members are expected to register in advance and arrive in good time for the start of events. It is at the organisers discretion to allow delegates to enter an event 15 minutes after its start time or if they have not registered.

- During virtual events attendees are required to follow the key principles in point 3, as well as always ensuring they use the chat in the same manner as they would at any in-person event. This includes:
 - Keeping a professional tone and refraining from use of unmoderated language or verbal attacks against speakers and delegates.
 - Only posting messages appropriate to the chat, not repeating the same message multiple times, and not sharing commercial or advertising links.
 - Attendance under the attendee's own name, and not impersonating any other person.

3.0 Breach of the code of conduct

SFE will take all appropriate and necessary action to ensure events and attendee behaviour is in keeping with the policy.

Any member who wishes to report a violation of this policy is asked to speak, in confidence, to the Director of Membership who will introduce themselves at the beginning of an in-person event.

You can also email in confidence using the link [here](#).

- Member representatives asked to stop any inappropriate behaviour are expected to comply immediately. Anyone violating these rules may be asked to leave an event at the sole discretion of the organisers without a refund or removed from a virtual event.
- Any breach of the Code of Conduct set out in this policy will be reported to the Reputation Management Committee to agree appropriate action.
- Legal action may be considered if a criminal offence is suspected and, if appropriate, the matter may be reported to the Police or other relevant authorities.

Whilst we encourage attendees to use the chat function for discussion, debates, and respect the right to freedom of speech, we have a duty of care for our member representatives and speakers.

- Inappropriate messages may be deleted. The attendee will be sent a private message informing them why it has been deleted and will be given a warning. If the attendee continues to send inappropriate messages, they will be removed from the event.
- Breaches of a severe nature will result in attendees being removed from the event. This will be down to the discretion of the moderator. The attendee will be informed via email why they've been removed from the event.
- The chat may be disabled for the duration of the event.

4.0 Health and safety

Member representatives have a duty to take reasonable care for their own safety when attending events and have a responsibility to ensure the safety of others if affected by their own activities.

- Attendees are not permitted to tamper or adjust any event equipment, fixture or furnishing without express permission from the organisers.
- Attendees will have access to a cloakroom space at in person events but are solely responsible for their own belongings.
- Attendees are expected to consume alcohol responsibly, and only when permitted as part of an in-person event.
- Attendees are not permitted to bring in any food or alcohol from outside the premises to any in-person event unless they have permission from the organisers.
- SFE accepts no responsibility for any injury or for the death of any person, while attending one of our events, unless such injury or death was occasioned by the negligence of SFE.