



Charter of Conduct at EEUK events

EEUK is a safe space for everyone to develop their Enterprise Education experience.

EEUK's purpose is to enable excellence in enterprise and entrepreneurship education, connecting and supporting enterprise and entrepreneurship educators across the world.

We operate with **Integrity**, acting fairly and professionally, communicating with respect and purpose, and we expect these values to be reflected in the conduct of our Associate Members. Where non-members join our events and activities, these same expectations apply.

This Charter has been designed to ensure EEUK events are safe and welcoming for all attendees. They should be used in conjunction with your own organisation's guidelines and, where applicable, the expectations and guidance from the host organisation.

The Charter applies to anyone who engages with EEUK including, but not limited to, attendance at any Enterprise Exchange events, training courses, and conferences like IEEC.

This Charter has been prepared by the EEUK Executive and Board, and reflects the expected levels of conduct used by similar membership bodies.

When an organisation becomes a member of EEUK, all staff members become Associate Members and, as such, agree to abide by this Charter of Conduct. This commitment is reasserted with each annual renewal of EEUK membership. Attendees of EEUK events are required to agree to this code of conduct when registering for an event.

Expected conduct and behaviours at EEUK events

This Charter of Conduct for event delegates outlines the expected behaviour for attendees to ensure that the event runs smoothly, and all participants feel comfortable and respected.

1. Respect other attendees: Treat all event attendees with respect, regardless of their background, gender, race, religion, or any other characteristic. Refrain from making derogatory comments or engaging in inappropriate behaviour. EEUK will not tolerate discrimination or harassment in any form, and will take action against anyone found to be engaging in such activity.

2. Be mindful of other attendees' experiences: Appreciate that many attendees find networking challenging, and that a courteous and encouraging approach can set people at

ease. Do not monopolise the time of any one attendee. During sessions and workshops, maintain an appropriate noise level to avoid disrupting others. Allow time and space for all attendees to contribute, and do not dominate the conversation.

3. Follow the event schedule: Attend all scheduled sessions, workshops, and other events on time. Avoid leaving sessions early or arriving late if you can, as this can be disruptive to the presenter and other attendees.

4. Participate actively: Engage actively in discussions, ask relevant questions, and share your experiences and knowledge with others. We recognise that this may be more difficult for some than others, and it is perfectly acceptable to 'sit out' of an activity if you wish.

5. Use appropriate language: Avoid using profanity, hate speech, or any language that can be considered offensive or discriminatory. Avoid humour which could be interpreted in a negative or discriminatory way. Avoid misogyny, misandry and sexist language.

6. Respect the venue: Follow any rules or regulations of the event venue, including no smoking, no eating in certain areas, and no noise after a certain time.

7. Respect intellectual property: Do not use or reproduce any material from the event without permission from the presenter or the conference/event organizers.

8. Network professionally: Use the event as an opportunity to network and make professional connections. Exchange business cards, introduce yourself, and engage in conversations in a respectful and professional manner.

9. Be mindful of alcohol consumption: If alcohol is served at the event, drink responsibly, and avoid getting drunk or behaving inappropriately. Please respect other people's choice not to drink alcohol and do not pressurise others into drinking.

10. Use of images: If you wish to take any photos or videos of EEUK events, permission needs to be sought and given by anyone who is featured. Any images that you share on social media should not be used without the express permission of anyone featured in them.

11. Residential events: professional conduct in keeping with this Charter is expected from all attendees at EEUK residential events. Attendees should have their privacy and safety respected at all times.

Overall, the Charter of Conduct for delegates is designed to ensure that all attendees feel comfortable, respected, and engaged. By following these guidelines, you can contribute to a positive and productive conference experience for all participants.

Any concerns or questions

If you feel that behaviour from other event attendees is falling short of the expected conduct in this Charter, please follow one of the following options that makes you most comfortable. All reports are treated confidentially.

- During the event, raise your concerns with the organising team. This can be to the EEUK representative(s) present, or the team from the host organisation (they will have been briefed in advance about this Charter of Conduct). Contact details for the EEUK representative(s) present and the host organisation team will be shared with attendees in advance of each event.
- Contact EEUK by emailing any of the following:
 - safeguarding@enterprise.ac.uk (this goes to Rob Edwards at EEUK)
 - president@enterprise.ac.uk
 - Finance.director@enterprise.ac.uk

If you would prefer to raise concerns anonymously, we invite you to set up a new free email address with Gmail or a similar provider.

We will be able to explain what we can do to support you and the action that we will take.

Consequences of unacceptable behaviour

EEUK reserves the right to take action against anyone who does not behave in a way that is in keeping with this Charter of Conduct. All concerns and/or complaints will be investigated in accordance with our Safeguarding Policy. Attendees will be asked to cease any inappropriate behaviour and, if this is not done, will be excluded from current and future EEUK events. EEUK also reserves the right to work with the police if this becomes necessary, and to inform a delegate's institution about the case.

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