

ARMA Conference: Attendee Code of Conduct

ARMA is committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion. This code of conduct outlines our expectations for participant behaviour as well as the consequences for unacceptable behaviour.

We invite all sponsors, partners, volunteers, speakers, attendees, media, exhibitors and other participants to help us make ARMA 2025 a safe and positive experience for everyone.

We expect all conference participants to abide by this code of conduct at all conference venues and conference-related social events.

Expected behaviour

- Be kind, considerate and respectful to others.
- Refrain from demeaning, discriminatory or harassing behaviour and speech.
- Be mindful of your surroundings and of your fellow attendees. Alert the conference organisers if you notice a dangerous situation or someone in distress.

Unacceptable behaviour

- Unacceptable behaviour includes: intimidation, harassing, abusive, discriminatory, derogatory or demeaning conduct by any attendees of ARMA 2025 and related social events.
- Harassment includes: offensive verbal comments related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact and unwelcome sexual attention.
- Wearing clothing that is potentially offensive.
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever

against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates anxiety in a person.

- Possession of any item that can be used as a weapon and may cause danger to others.
- Any boisterous, lewd or offensive jokes, behaviour or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behaviour or content that contains profanity, obscene gestures, or racial, religious, gender, or ethnic slurs.
- Drinking alcohol outside designated areas. Please drink responsibly.
- Possession or use of any illegal substance. ARMA 2025 does not tolerate the use or abuse of illegal substances anywhere in the conference venue or social event venues.
- Smoking is not permitted other than in designated areas outside the venues.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behaviour.
- Failure to obey any rules or regulations of the venues.

Consequences of unacceptable behaviour

- Unacceptable behaviour will not be tolerated.
- Anyone asked to stop unacceptable behaviour is expected to comply immediately.
- If a participant engages in unacceptable behaviour, the conference organisers may take any action they deem appropriate, up to and including expulsion from the conference without warning or refund, and cancellation of the delegates ARMA membership if appropriate.

What to do if you witness or are a victim of unacceptable behaviour?

- If you are subjected to unacceptable behaviour, notice that someone else is being subjected to unacceptable behaviour, or have any other concerns during the event, please notify a member of the conference organising team as soon as possible. **All reports will remain completely confidential.**
- Please do not disclose public information about the incident until the team has had sufficient time in which to address the situation. This is as much for your safety and protection as it is the other attendees.

- The conference team will offer to take you to a quiet/private space.
- When reporting the incident, try to give/gather as much information as available but do not interview people about the incident.

List of key contacts – ARMA staff and designated volunteer contacts

What happens next?

- The ARMA 2025 team will be available to help participants contact venue security or local law enforcement, or to otherwise assist those experiencing unacceptable behaviour to feel safe for the duration of the conference. You can report unacceptable behaviour to any member of the conference team who can be found at the registration desk or by email: conference@arma.ac.uk
- Staff and volunteers are well informed on how to deal with the incident and how to further proceed with the situation.
- If everyone is presently physically safe, law enforcement or security will be involved only at a victim's request. If you do feel your safety in jeopardy, please do not hesitate to contact local law enforcement by dialling 999. If you do not have a phone, ask a conference team member or venue staff to assist you.
- The conference team will report the incident with the information collected from you to the ARMA CEO, who will review the incident and decide on the appropriate course of action.
- The CEO will assist you in writing the report/collecting information. The vital information consists of:
 - Identifying information (name if possible) of the participant doing the harassing
 - The behaviour that was in violation
 - The approximate time of the behaviour (if different than the time the report was made)
 - The circumstances surrounding the incident
 - Other people involved in the incident
- If you have requested it, they will contact you with information on how the incident is being handled or resolved. If appropriate, you may also be asked if you wish to make a formal complaint.