

## **DCD - Professional Conduct**

DCD is committed to providing a welcoming, inclusive, professional, educational and enjoyable event experience for everyone involved regardless of characteristics such as gender, gender identity and expression, sexual orientation, disability, physical appearance, race, ethnicity, nationality, physical ability, socio-economic background, and neurodiversity.

Our Professional Conduct applies to all of our events including training events, attendees, speakers, staff, exhibitors and sponsors, broadcasts, social activities, networking platforms, online and in-person training sessions and online chatter social. It ensures that everyone is treated with dignity and respect at all times.

The Company will not tolerate unprofessional behavior, including bullying and harassment of any kind. All allegations and incidents of such behaviour will be fully investigated and appropriate action will be taken at the discretion of the event organisers.

### **What we expect from you:**

- To help to create an inclusive and harassment-free environment where all feel that they belong
- To be aware of how your behavior may affect or be perceived by others
- To be mindful of your alcohol limits. While alcohol is available in the afternoon and at some of our social/networking events we expect people to know their limits and not drink excessively. Intoxication is not an excuse for inappropriate behavior.
- Appropriate dress, language, imagery, and activities
- That, if you experience harassment or unprofessional behavior; notice this elsewhere, or have any other concerns, you report this to the DCD team.

### **What you can expect from us:**

- Every incident or concern will be listened to and taken seriously
- A prompt and thorough investigation will take place and appropriate action will take place
- If you report an incident or concern your personal details will be kept private subject to this not impeding an investigation
- Remember, any form of discrimination, bullying, and harassment will not be tolerated at DCD.

### **How to report something to us**

Come to our Event Concierge Desk and speak to a member of our team (in case of a training event, please contact the course instructor). We will be more than happy to provide assistance and ensure you feel safe for the duration of the event/training.

We will handle complaints discreetly and in confidence - however, to be clear, there may be occasions where it is appropriate to share information when there is immediate danger to you or others, or there is a legal obligation to do so.

You can report concerns anonymously, but this will limit what we can do. If you are happy to give your name and contact details, we will get in touch with you as soon as possible to investigate any breaches of our code of conduct.

### **What happens if something is reported to us**

We will listen and sensitively investigate incidents before taking the appropriate action.

As outlined in our terms and conditions, DCD reserves the right to refuse admission or eject any delegate deemed to be behaving in an unacceptable manner.

All attendees, speakers, sponsors, and staff at a DCD event or DCD>Academy classroom must follow the Professional Conduct guidelines.