



BVRLA event conduct policy

Purpose

The BVRLA regularly hosts events that bring industry professionals together, encompassing training courses, conferences, forums and networking. The association is committed to providing an inclusive, respectful, and safe environment in which all attendees can feel comfortable and have a positive experience.

This policy outlines what is expected of those participating in BVRLA events, and what steps can be taken in instances where these standards are not met. Some venues may have their own policies, which participants will be expected to adhere to in addition to this policy.

All existing BVRLA policies remain and operate in conjunction with this policy. For example, the association's policy on anti-competitive behaviour remains in place and is fully enforceable.

Above all, participants are expected to follow all local laws and regulations at all times.

Scope

This policy applies to all participants of events organised or hosted by the BVRLA. This extends to physical, digital and hybrid events. 'Participants' may extend to any person attending, or involved with the event in any capacity, be that as a speaker, sponsor, exhibitor, member of staff, delegate, or supplier.

Policy

The BVRLA is committed to all participants in its events being treated fairly, regardless of age, gender, sexual orientation, disability, physical appearance, race, nationality, or belief. Reasonable steps will always be taken to make events as inclusive and accessible as possible.

Harassment of any form will not be tolerated.

By attending a BVRLA event, participants agree to adhere to the following key principles:

- All attendees are at the event in a professional capacity and will behave as such
- Harassment or conduct of an offensive nature – be that on sexist, racist, exclusionary grounds, or other – is not acceptable
 - Harassment may include inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, or photography or recording of an individual without consent. It also includes offensive comments related to gender, sexual orientation, disability, physical appearance, body size, race or religion.
- No participant should act in a way that could cause reputational damage to their organisation or the BVRLA
- Participants will comply with all health and safety requirements of the venue and have a duty to take reasonable care for their own safety
- Participants will not interfere with, tamper or move any event equipment, fixtures or furnishings without the express consent of the event organiser.

For virtual events, the below behaviours are also expected:

- Participants should not use the chat or messaging functions inappropriately. This may include, but is not limited to:
 - Use of expletives or offensive language



- 'Spamming' the chat with repetitive or irrelevant comments
- Using the chat function to overtly promote products or services
- Verbally attacking a speaker or delegate.
- Participants should not impersonate another person, whether with malicious intent or not

Alcohol consumption and misuse of drugs

Alcohol is made available at certain BVRLA events, either on a complementary basis or via a paid bar. Water, soft drinks and non-alcoholic beverages are always available.

An individuals' consumption of alcohol must always be conducted responsibly and ensuring they can still act in an appropriate manner in line with this policy.

Attendees are not permitted to bring in alcoholic beverages from outside of the event unless they have written permission from the organisers.

Drug misuse is not permitted at any BVRLA events.

Complaints process

Any individual that witnesses or experiences a violation of this policy is asked to speak with the event coordinator or a member of the BVRLA team in attendance. Where possible, this should be during the event so immediate steps can be taken.

Any participant deemed to be acting in an inappropriate way during the event will be asked to stop and comply with this policy. Failure to do so may result in them being asked to leave the event at the discretion of the organisers without refund.

Where it is not appropriate to report during the event, or if the individual does not feel comfortable doing so, they should contact the event coordinator via events@bvrla.co.uk or a BVRLA colleague at their earliest convenience.

An individual raising a complaint or reporting inappropriate behaviour will be asked to provide as much detail as possible, including timings, locations, individuals involved, reason for the complaint, and names of any potential witnesses.

Individuals may also wish to seek help from other relevant authorities, such as the local police. The BVRLA may consider or recommend legal action if a criminal offence is suspected.

A participant should never knowingly make a false or misleading claim about prohibited conduct.

Accountability

In cases where an incident has been reported to the BVRLA and it is found that an offence may have occurred, the association will take some or all of the actions as detailed below:

- Conduct a fact-finding exercise and consult other parties where appropriate
- Request the individual the complaint has been raised against to immediately stop the offending behaviour, if during the event. If after the event, they will be contacted to inform them of the report and reminded of their expected conduct
- Prohibiting the offending individual from attending future BVRLA events
- Escalating the complaint to the offending individual's employer
- Referring the incident to an appropriate enforcement body, such as the Police.