

# Appendix A. Event code of conduct

The 68<sup>th</sup> Garnet Key Banquet organizing team is dedicated to providing a harassment-free and inclusive event experience for everyone regardless of gender identity and expression, sexual orientation, disabilities, neurodiversity, physical appearance, body size, ethnicity, nationality, race, age, religion, or other protected category. We do not tolerate harassment of event participants in any form. The 68<sup>th</sup> Garnet Key Banquet organizing team takes violations of our code of conduct seriously and will respond appropriately. The event code of conduct is in line with Concordia University's [Code of Rights and Responsibilities \(BD-3\)](#). For more information on Concordia's code and related services visit Concordia's [Office of Rights & Responsibilities](#).

## Expected behaviour

All participants of 68<sup>th</sup> Garnet Key Banquet must abide by the following code of conduct:

1. Participants should always exercise consideration and respect in their speech and actions.
2. Participants should always attempt for collaboration before conflict.
3. Participants should refrain from demeaning, discriminatory, or harassing behaviour and speech.
4. Harassment and discrimination is not acceptable during the event. This includes any verbal, physical, or visual conduct based on sex, sexual orientation, gender expression or identity, transgender status, race, age, national origin, disability. Inappropriate use of nudity and / or sexual images; deliberate intimidation, stalking or following; harassing, photography or recording; sustained disruption of sessions, talks or other events; inappropriate physical contact, and any unwelcome sexual attention.
5. Participants asked to stop any harassing behaviour are expected to comply immediately.
6. Participants should always be mindful of their surroundings and of their fellow participants.

This code of conduct extends to talks, panels, conferences, exhibitions, booths, forums, workshops, mixers, and all interaction between participants before, during, and after the event in its entirety. It applies to all attendees, partners, sponsors, speakers, volunteers, and event staff.

## Consequences of unacceptable behaviour

Unacceptable behaviour will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately.

The 68<sup>th</sup> Garnet Key Banquet organizing team reserves the right to refuse admittance to, or remove any person from, the event at any time in its sole discretion. This includes, but is not limited to, attendees behaving in a disorderly manner or failing to comply with this code of conduct, and the terms and conditions herein.

If a participant engages in unacceptable behaviour, the Event Organizer may take any action they deem appropriate using peaceful means, up to and including expulsion from the event without warning or refund. Breaches of the rules provided for in this code of conduct can also result in disqualification from participating in future events.

If we deem it an urgent situation involving threatening or violent conduct, where there is reasonable cause to believe that the safety or security of persons may be threatened, we will immediately contact on-site Campus Safety and Prevention personnel (if on campus) or local law enforcement (if off campus).

### **How to report an emergency or a violation of this code of conduct**

If you experience or witness a life or safety-threatening emergency, where there is reasonable cause to believe that the safety or security of persons may be threatened, please phone Campus Safety and Prevention Services at 514-848-3717 (if on campus) or 911 (if off campus).

If you wish to report a violation of this code of conduct while the event is underway, please bring it to the attention of the event staff available to you or contact one of the Banquet Organizers at [banquet.garnetkey@concordia.ca](mailto:banquet.garnetkey@concordia.ca)

If you have a complaint or concern about harassment, discrimination, bullying or any other conduct that violates the code of conduct and for which you would like to seek additional support, we encourage you to contact the [Office of Rights and Responsibilities](#). You may request that your report remain completely confidential.

### **Why this code of conduct is important**

Harassment at in-person and virtual events is unfortunately common. By creating a code of conduct, we wish to make clear that harassment of anyone for any reason is not acceptable within our events and communities. This code of conduct may prevent harassment by clearly defining expectations for behaviour, aims to provide reassurance, and encourages people who have had bad experiences at other events to participate in this one.