

# EquiTea at JBCA – Code of Conduct

We are committed to ensuring EquiTea is a safe, respectful and inclusive environment. Given the nature of the topics we discuss at EquiTea, it is especially important that everyone has a common understanding of appropriate behaviour. As such, all attendees are required to follow this code of conduct; If you think you might have difficulty understanding or following this code of conduct, please let us know beforehand so that we can help.

With EquiTea at JBCA, we aim to create a space where all are able to express themselves, as well as to learn and develop their understanding of other people's lived experiences and perspectives. We welcome attendees from all backgrounds, and request that all attendees allow one another to ask questions and learn without judgement.

## Respectful Communication

- Respect each other's identities, names and pronouns at all times.
- If you are unsure of the pronoun someone uses ask them or avoid gendered language, e.g. use "they" instead of "he" or "she".
- Be inclusive and supportive of those who are less confident or who have communication difficulties.
- Listen to and follow the instructions of facilitators.
- Do not interrupt another participant who is speaking; indicate to the facilitator that you wish to speak and then wait your turn.
- Friendly constructive discussion is welcomed but personal insults and demeaning or argumentative comments are not acceptable.

## Equality and Diversity

- Accept people's self-identified gender at all times.
- We do not accept negative comments, assumptions and stereotyping of people on the basis of their gender identity, gender expression, gender reassignment, sexual orientation, race, ethnicity, nationality, class, disability, religion, beliefs, age, accent or culture.

## Confidentiality

- Keep personal information about others private and only share if they have given you permission.
- Get permission before publicly identifying any event attendee, including on personal blogs, websites and social networking sites, e.g. Facebook.
- Ensure you have permission from everyone with their face visible in shot before taking a photograph.
- If you believe someone has photographed, audio recorded or filmed you without your permission, you may ask them to delete the image/recording or urgently contact any of the event organisers for assistance.

## General Behaviour

- Attendees may leave a session or event at any time without explanation.
- The behaviours of others are never justification for anyone to break this Code of Conduct in response.
- Shouting, swearing, harassing, threatening or humiliating behaviour (verbal, physical or sexual) towards others is unacceptable.

## Breach of the Code of Conduct

Please let us know if you experience or witness anything that makes you feel uncomfortable or which may be in breach of the Code of Conduct, regardless of whether or not you wish to take action.

You are welcome to contact all members of the EquiTea committee.

Examples of things we can do:

- listen to you in a private space
- talk to the others involved
- ask for an apology
- exclude them from future events

Breaches of the Code of Conduct will be dealt with at the discretion of the EquiTea Committee.

Thank you for reading and following this Code of Conduct.

If you have any questions, please contact us.

Special thanks to the Equality Network and the Scottish Trans Alliance; this code of conduct is based on their own, provided at: <https://www.equality-network.org/code-of-conduct/>