

School of Physics Code of Conduct Policy –Events

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Approver: Academic Staff Committee (ASC)



1. Objective

The objectives of this policy are to:

- a. Ensure that all members of the SoP and participants in its activities are able to enjoy an environment free from discrimination and harassment.
- b. Make all events productive and enjoyable for everyone, regardless of race, gender, sexual orientation, disability, physical appearance, body size, nationality or religion.
- c. Outline clear guidelines for positive behaviour during SoP endorsed events and activities.
- d. Align with the University of Melbourne's Student Conduct Policy (<https://policy.unimelb.edu.au/MPF1324>), Appropriate Workplace Behaviour Policy (<https://policy.unimelb.edu.au/MPF1328>) and Alcohol Policy (<https://policy.unimelb.edu.au/MPF1267>).

2. Scope

This policy applies to the staff and students of the School of Physics and visiting participants in its activities and refers to all events endorsed by the department.

3. Behaviour Guidelines – we ask that you follow these guidelines

- a. Behave professionally. Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate. Harassment includes, but is not limited to, sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes offensive comments related to issues including race, gender, sexual orientation, disability, physical appearance, body size or religion.
- b. All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual or sexist language and imagery is not appropriate.

4. Procedures

- a. Individuals engaging in behaviour prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to disciplinary action. Such actions range from a verbal warning to ejection from the meeting or activity in question without refund of registration fees and the reporting of their behaviour to the HoS. Repeat offenders may be subject to further disciplinary action in accordance with the University of Melbourne's Procedural Principles in the Appropriate Workplace Behaviour Policy (MPF1328).
- b. Anyone who wishes to report a violation of this policy is asked to speak confidentially to the meeting organiser, a member of the E&D committee or the HoS.
- c. Photography consent procedures are referred to on the [Copyright Office Webpage](#) where consent must be sought for all Photography or Filming People or sufficient displayed information and opportunity to deny filming of their person is available.

5. Roles and Responsibilities
 - a. The Equity and Diversity chair is responsible for disseminating the policy and informing the SoP members.
 - b. The E&D chair and HoD are responsible for ensuring the policy is enacted and responding to issues concerning meeting times.
 - c. The E&D chair is responsible for maintaining and updating the SoP Meeting Policy.
6. Definitions and Abbreviations
 - a. SoP – School of Physics, corresponds to the facilities and staff and students unless explicitly defined.
 - b. E&D – Equity and Diversity Committee
 - c. HoS – Head of School
 - d. ASC – Academic Staff Committee
 - e. Events – any meeting, conference, workshop, professional social function (such as end of year Christmas party), colloquia, outreach activity hosted or organised by the SoP
 - f. Participants – attendees of SoP events including those invited or visiting from outside the department membership.