



National Community Legal Centres Conference 2023

Code of conduct

Introduction

The National Community Legal Centres Conference 2023 (**National Conference**) Code of Conduct (the Code) reflects our values of curiosity, listening, respect, diversity, integrity, and courage.

We value the participation and contribution of all people taking part in National Conference and want to create a safe and inclusive environment built on respect and integrity.

Please read through this document to fully understand your commitment.

Application

The Code applies to conduct at all events connected to National Conference, including Network Meetings, Welcome Reception, conference plenary and breakout sessions, walking tour, exhibition spaces, union and other meetings, Conference Dinner, and Masterclasses.

The Code applies to all participants attending or involved in National Conference in any capacity, including but not limited to ticketholders, exhibitors, presenters, volunteers and contractors, consultants, sponsors, and employees and executives of Community Legal Centres Australia and Think Business Events (together **Conference Delegates**). We have shared this Code with the Hotel Grand Chancellor and it is our expectation that any of its employees involved in or providing services to our event will comply with its terms.

This Code demonstrates Community Legal Centres Australia's commitment to ethical, safe conduct. It does not create any rights in Conference Delegates or any other person or entity.

Interaction with other policies

The Code supplements and does not affect the application of other relevant policies, regulations, agreements, rules, and laws, including any rules of the Hotel Grand Chancellor, ticket terms and conditions or agreements with any relevant government or authority.

Delegates' commitment

By taking part in National Conference and related events, you agree to act in a way that upholds the following commitments and standards of behaviour:

1. Cultural safety

We are committed to ensuring National Conference 2023 is a culturally safe event for Aboriginal and Torres Strait Islander people.

The event will take place on the unceded lands of the muwinina and palawa people – nīpaluna – Hobart. We encourage and expect delegates to acknowledge and engage respectfully with the land's traditional custodians, represented by the Tasmanian Aboriginal Corporation, the cultural

authority for nipaluna – Hobart – and with all Aboriginal and Torres Strait Islander people who participate in the conference as speakers, delegates, and guests.

2. No discriminatory behaviour

Discrimination is treating or proposing to treat someone unfavourably because of a personal characteristic protected by the law. You understand that homophobia, transphobia, racism, ableism, sexism, or any kind of behaviour that discriminates against a group or class of people will not be tolerated.

3. No harassment

No means no. Harassment is to do or say something that might reasonably be expected to offend, humiliate, intimidate, create a hostile environment, or encourage discrimination. Harassment in any form, including because of gender, gender identity or expression, sexual orientation, sex characteristics, sex, disability, physical appearance, age, race, nationality, religion or harassment for any other reason is strictly prohibited.

4. Sexual harassment

Sexual harassment is a specific and serious form of harassment that includes any unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature that would reasonably be expected to offend, humiliate, or intimidate someone. This can be a single event or repeated conduct and can be physical, verbal or written. Sexual harassment of any kind is strictly prohibited.

5. No bullying

Bullying is when someone repeatedly and intentionally uses words or actions against someone or a group of people to cause distress and risk to their wellbeing. Bullying of any kind is strictly prohibited.

6. No Violence

Violence or hostility of any kind will not be tolerated.

7. No disorderly conduct

We acknowledge that reconnecting and socialising with colleagues is an important part of National Conference, and that Conference Delegates may participate in social events or attend other venues where alcohol is available. We request that you 'show up' for the Conference in a way that doesn't compromise the experience of yourself or others. If you are disorderly or intoxicated onsite, you will be asked to leave.

8. Be respectful of others

There will be a multiplicity of opinions, views and identities expressed at National Conference. We expect you to do your best to avoid making assumptions, treat others' views with respect and always respect the names and pronouns people ask you to use. If you do not know someone's pronouns, use their name, or find a time to ask them politely. It is inappropriate to ask people about their former names, medical procedures, or sexual practices without their consent.

9. Respect the privacy of others

Please ask for permission if you would like to take pictures or videos of people you do not know. People who have expressly requested their pictures not be taken or shared will be wearing yellow

lanyards. Do not share anyone's personal information with others. Disclosing someone's details may compromise their safety.

Community Legal Centres Australia's commitment

- We will investigate any incident that violates this Code of Conduct with discretion and confidentiality.
- We respect the privacy of – and any requests for confidentiality or anonymity from – our speakers, volunteers, staff, and attendees.
- We will not tolerate any homophobia, racism, transphobia, ableism, sexism, or any kind of behaviour that discriminates against a group or class of people.
- We will not tolerate any abuses of power, including abuses related to position, wealth, race or gender. We work with honesty, transparency and integrity in all our dealings, both internally and externally.
- We do not tolerate any form of sexual harassment.
- We aim to create a space that encourages debate and discussion without risking the boundaries, safety and integrity of our staff, attendees, speakers and volunteers.

To report an incident

If you feel unsafe while at National Conference or have witnessed an incident that violates this Code of Conduct, please let us know immediately by approaching a Community Legal Centres Australia staff member (who will be wearing red lanyards). The organisation's CEO, Tim Leach, will be at the event and can be contacted on 0417 252363 or at tim.leach@clcs.org.au.

If you experience or witness sexual harassment, please approach one of our three sexual harassment officers – Anna Cody, Arlia Fleming, Cathy McMorrine – who will be wearing blue lanyards. If you need time out or peer-support due to an incident, please head to Chancellor Room 6 where you can find the conference Quiet Space.

In the event of an emergency, please call emergency services on 000.

If you wish to report an incident at the Conference that is not time-sensitive, please contact conference@clcs.org.au with the subject line as 'INCIDENT'. We will respond to your email as soon as possible.