

CICA EVENT CODE OF CONDUCT

This event code of conduct (**Event Code**) sets out the minimum personal safety and behavioural standards which must be met at any CICA event in order to ensure the safe enjoyment of CICA events for all those who participate. It is a condition of participation at any CICA Event that all persons comply with this Event Code.

1. Application

This Event Code applies to all CICA officers, employees and agents, members and any of their officers, employees, invitees or guests, volunteers, contractors or suppliers at any CICA event, meeting, function or similar situation, whether in-person, electronic or online and whether during or outside of the official hours of any such event (**Event**).

2. Standard of professional behaviour

All persons covered by this Event Code must at all times in connection with any Event ensure that they conduct themselves and ensure that those for whom they are responsible (including their officers, employees, invitees or guests) conduct themselves safely and professionally, including (without limitation):

- Showing respect and courtesy towards others at all times, including being considerate, cooperative and respectful of others' personal space;
- Behaving in an appropriate professional manner including in relation to appropriate attire, communications and conduct;
- Taking all reasonable steps to ensure one's own safety, including in relation to the responsible consumption of alcohol, and the safety of others;
- Following all reasonable policies, procedures, rules, directions or requests of CICA or any person owning or operating premises at which any Event is held;
- Alerting security and CICA in the event that any conduct or circumstances in breach of this Event Code or which are potentially unsafe are observed or suspected.

3. Unacceptable behaviour

All persons covered by this Event Code must at all times in connection with any Event ensure that they do not conduct themselves and ensure that those for whom they are responsible (including their officers, employees, invitees or guests) do not conduct themselves in any way that may reasonably be perceived as offensive, harassing, intimidating, unwanted, unwelcome, overbearing or physically or emotionally threatening, including (without limitation) any direct or indirect:

- Harassment;
- Bullying;
- Unlawful discrimination;
- Sexual harassment, including any unwelcome, uninvited or unwanted contact, advance, communication or conduct of a physical or sexual nature, regardless of whether any such contact, advance, communication or conduct was known to be so;

- Abuse, including any physical or verbal abuse, threat or intimidation;
- Defamatory comments;
- Sending, showing, sharing or discussing inappropriate material, including material containing or comprised of offensive, inflammatory, derogatory, discriminatory or antisocial words, images or media in any form whatsoever and any form of suggestive comments or jokes of a sexual nature;
- Disruptive or anti-social behaviour;
- Possession or consumption of illicit drugs;
- Excessive consumption of alcohol or drunken behaviour, including but not limited to being 'intoxicated', 'in a state of intoxication', 'unduly intoxicated' or 'drunk' within the meaning of any applicable law relating to the licensing, sale, supply or service of alcohol in any jurisdiction in which an Event is held;
- Any unlawful behaviour whatsoever;
- Any damage to property of any other person whatsoever.

Should any such unacceptable behaviour be anticipated, suspected, reported or observed, CICA reserves the right to take any action that it considers necessary to preserve the safety and professionalism of other persons and any venue or property, including but not limited to refusing entry to and/or removal from any event, banning from future events and suspension or cancellation of membership.

4. Indemnity

Any person who fails to comply with this Event Policy agrees to indemnify and keep indemnified upon demand CICA, its officers, employees and agents in respect of any claim, action, demand, suit, proceeding, loss, liability, damage, costs, legal costs and expense suffered or incurred by any of them arising from or in relation to any such failure.

5. After-event activities at own risk

All participants at any Event acknowledge that the Event runs only during its stated duration as set out in any CICA invitation or programme or similar. Any continuation of professional or social activity of any kind outside of the official hours of any Event is undertaken at the sole risk and responsibility of any person participating in any such activity and any person participating in any such activity hereby releases and agrees to hold harmless and indemnify CICA, its officers, employees and agents in respect of any loss, liability, damage, costs, legal costs and expense of whatsoever nature and howsoever suffered or incurred by them arising from or in relation to any such participation.

6. Reporting unacceptable behaviour

Any person witnessing or experiencing any unacceptable behaviour should be reported to the CICA event organiser or host or to CICA at events@cica.com.au.

If requested, CICA will seek to keep confidential the identity of any person reporting any unacceptable behaviour.

CICA reserves the right to respond to any report as it deems fit, but for reasons of confidentiality, professionalism and integrity, CICA reserves the right not to report back to any person reporting any unacceptable behaviour.