

CHS ALLIANCE EVENT CODE OF CONDUCT

PURPOSE

CHS Alliance members, Secretariat staff and Board members are committed to providing an inclusive, respectful and above all safe experience for everyone at all CHS Alliance events, both virtual and in person.¹

Our events encourage the open exchange of ideas and require an environment that recognises the inherent worth of every person and group. We do not tolerate discrimination, intolerance, harassment, aggression, or ill-will of any kind.

SCOPE

All attendees, speakers, sponsors, hosts, staff and volunteers attending or involved in any capacity at a CHS Alliance event are required to abide by this code of conduct at all CHS Alliance events' venues and related social events, including during meals, breaks and after-hours networking, be it in a virtual or an in person setting.

The CHS Alliance commits to implementing and enforcing this code of conduct throughout every event and invites all participants to help establish a safe environment and positive experience for all.

This code of conduct outlines the participant behaviour we encourage during CHS Alliance events as well as unacceptable behaviour. It also outlines our policy on handling reports of unsafe behaviour and other code of conduct violations.

We ask you to consider the following:

PROHIBITED CONDUCT

Harassment is any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment in any form due to gender, gender identity or expression, sex, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion or any other reason is prohibited at CHS Alliance events.

Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different sex or gender.

EXPECTED BEHAVIOUR

Participants of CHS Alliance events, both in person and virtual, **should:**

- Remain positive, courteous, and welcoming in personal interactions at all times.
- Recognise that CHS Alliance events encourage diversity of thought, organisations, and individuals; as such, use inclusive language and be respectful of differing viewpoints and experiences; avoid disruptive speech or behaviour that interferes with another individual's participation.

¹ This includes virtual or in person conferences, trainings, general assemblies of members, receptions, exhibits, as well as communities of practice, online forums and any other event organised, hosted or sponsored in whole or part by the CHS Alliance.

- Comply with all applicable and relevant policies, regulations, rules and laws, including laws regulating the premises in which the CHS Alliance events take place and any applicable host country agreements.
- Follow the rules and instructions from event and venue staff including moderators and facilitators.
- Respect confidentiality requests by speakers and other attendees.
- Be aware of the potential for large cultural and individual differences in what is seen as appropriate information to be shared. If in doubt, ask before posting.
- Be mindful of your surroundings and of your fellow attendees. Report any knowledge, concerns or suspicions of breaches of this code of conduct by a participant and/or staff/volunteer.

UNACCEPTABLE BEHAVIOUR

Participants of CHS Alliance events, both in person and virtual, **must not**:

- Discriminate against any individual and display any intimidating, harassing, aggressive, abusive, derogatory or demeaning materials or behaviour.
- Sexually, or in any other way, harass, exploit or abuse any individual, including deliberate intimidation, stalking, or following; photography or recording used to harass; perpetual disruption of sessions, talks or other events.
- Abuse their power (including abuses related to position, wealth, race or sex/gender).
- Wear clothing that is not suitable for a professional work environment, that is provocative, or otherwise potentially offensive.
- Visit bars, restaurants, other premises or websites where minors are exposed sexually.
- Drive a vehicle when under the influence of alcohol or other substances.
- Be under the influence of alcohol or other substances that affect her/his ability to carry out her/his role or affect the reputation of the CHS Alliance and its members.
- Consume, purchase, sell, possess or distribute narcotic drugs.
- Engage in any sexual activity with a child (defined as anyone under the age of 18) or children regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- Act in ways that may place a child at risk of abuse. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, exposing a child to pornography including on-line grooming and trafficking. Whenever possible avoid being alone with a child.
- Consume, purchase, sell, possess and distribute any forms of child pornography.
- Exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitive behaviour.
- Commit any act of fraud, corruption or unethical business practice, including conflict of interest.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Prohibited conduct and unacceptable behaviour will not be tolerated.

If a participant engages in an unacceptable behaviour, the CHS Alliance event organisers will follow this policy and internal procedures, with the safety of attendees in mind, and may take any action they deem appropriate.

To this end, the CHS Alliance reserves the right to:

- undertake a fact-finding exercise;
- request the perpetrator to immediately stop the offending behaviour;
- revoke the perpetrator's access to some or all event spaces;
- expel from the event without refund (if any fee was paid);

- convey the complaint to any investigative or disciplinary authority with jurisdiction over the person accused of unacceptable behaviour;
- convey a report to the employer or entity with jurisdiction of the person accused of unacceptable behaviour for appropriate follow-up action;
- involve hotel security;
- involve local law enforcement;
- deny participation to CHS Alliance events for a period of one or more years, or permanently;
- choose not to take action.

The victim of alleged unacceptable behaviour may also seek help from other relevant authorities, such as the police, bearing in mind the applicable legal framework.

A participant should never knowingly make a false or misleading claim about prohibited conduct.

REPORTING A COMPLAINT

The CHS Alliance will apply a zero-tolerance approach to any form of harassment, including sexual harassment, and will deal with such complaints promptly.

Anyone who is directly affected by or witnesses a code of conduct violation at a CHS Alliance event can file a report and is encouraged to do so by completing this [form](#).

WHAT SORT OF PROBLEM CAN I REPORT?

Any behaviour or pattern of behaviour that violates our code of conduct. If you feel someone's behaviour is dangerous or harmful to you or others, if someone's behaviour makes you feel afraid or very uncomfortable, or if someone is actively making it difficult for you or others to enjoy or fully participate in the CHS Alliance event, we would like to know about it.

WHEN CAN I REPORT A PROBLEM?

At any time; however, we request that reporting take place as soon as possible during or after an incident, especially if you believe that someone may be causing problems for multiple people at an event. Reports will be taken seriously and handled appropriately regardless of when they are made.

HOW DO I REPORT A PROBLEM?

You may approach any member of the CHS Alliance team or email us at complaints@chsalliance.org

WHAT WILL HAPPEN IF I MAKE A REPORT?

- **If you make a report at an event**

Two responders will offer you the use of a private space (virtual or in person) to explain in detail what the possible outcomes are and what will be asked of you, listen to your report, and interview other people (witnesses, the person the report is about) as necessary. They will decide whether immediate action needs to be taken. After the event, the report and any actions taken will be reviewed by the CHS Alliance Secretariat Complaints Working Group. You will be informed of any action that CHS Alliance takes in connection with your report.

- **if you email a report in after an event**

The CHS Alliance Secretariat Complaints Working Group will receive your report and assign two responders to you. They will explain in detail what the possible outcomes are and what will be asked of you, read your report, and interview other people (witnesses, the person the report is about) as necessary. They will then bring all collected information to the CHS Alliance Secretariat Complaints Working Group, who will convene a working group that will include both responders. This working group

will determine whether any action needs to be taken. You will be informed of any action that CHS Alliance takes in connection with your report.

PROHIBITION OF RETALIATION

Threats, intimidation or any other form of retaliation against a participant who has made a complaint or provided information in support of a complaint are prohibited.

The CHS Alliance will take appropriate action needed to prevent and respond to retaliation, in accordance with its applicable policy, regulations and rules.

WHAT WILL HAPPEN IF YOU ARE ACCUSED OF UNACCEPTABLE BEHAVIOUR?

If someone tells us that you have violated the code of conduct, two CHS Alliance representatives will ask to speak with you about it in a private setting.

If you decline to be interviewed, we may ask you to leave the CHS Alliance event. If, after speaking with you, we believe that you have violated the code of conduct, we may ask you to immediately change your behaviour or leave the event or take other actions. We will not take action until we have attempted to speak with you and anyone else involved and done our best to get a clear picture of what happened. See **our Complaints Mechanism for** detailed information.

If we believe that no violation occurred, you are welcome to participate in the event as normal. We will not attempt to mediate or carry messages between you and the person who made the report. If someone deliberately makes a false report about you, that is itself a code of conduct violation and we will take appropriate action in response.

WHO CAN I ASK A QUESTION RELATED TO THIS CODE OF CONDUCT?

CHS Alliance intends for this code of conduct to meet the need of our participants to have positive experiences at our events and in our online community spaces. We welcome comments and suggestions. Please contact Gozel Baltaeva, CHS Alliance's People Management Adviser, at gbaltaeva@chsalliance.org if you would like to provide feedback.