



# CIBSE Event Behavioural Policy

Policy: PC10

Document Control	
Policy Ref No and Title	PC10 Event Behavioural Policy
Version	V1.1
Replaces / Dated	
Author(s)	Ella Sumner, Networks and Engagement Manager
Ratified by	Kathryn King, Head of Networks and Engagement and Dayana Orovio, HR Advisor
Sponsor	Richard Goldsbrough, Director of Membership
Primary Readers	CIBSE staff, volunteers and event attendees
Additional Readers	Third party event suppliers
Date Ratified	September 2024
Date Issued	September 2024
Date for Review/ Ratify by	September 2025 / February 2025
Date Archived	

Note: If the 'Ratify by' date is exceeded, this policy remains valid until it is replaced.

I

If you require this policy in a different format, please request an alternative format by emailing [peopleandculture@cibse.org](mailto:peopleandculture@cibse.org). We will do our best to assist you where possible.

## Contents

1.Introduction .....	3
2.Purpose .....	3
3.Definitions .....	3
4.Duties .....	3
5.Conduct and Behaviours .....	4
5.1 Professional conduct .....	4
5.2 Inclusive environment .....	4
5.3 Alcohol and substance use .....	4
5.4 Breach of the policy and how to report a complaint .....	5
6. References .....	6

## 1.Introduction

CIBSE and its volunteer networks aim to provide a programme of events that support our aims to advance and promote the art, science and practice of building services engineering and to support our community of built environment professionals in their pursuit of excellence. Fostering a safe, supportive and inclusive environment at CIBSE events supports these aims by enabling the widest possible group to engage with the institution.

## 2.Purpose

The purpose of this policy is to equip the organisers of events with the tools needed to ensure that events can occur in accordance with CIBSE's values and to provide guidance relating to what constitutes acceptable and appropriate behaviour at any CIBSE event (in-person and virtual). This policy applies to members, non-members, volunteers, guests, speakers, sponsors, suppliers and staff at events organised by CIBSE and/or any of its networks, both in-person and virtual, taking place on CIBSE premises or at third party venues.

## 3.Definitions

**CIBSE event:** any event organised by CIBSE and its volunteer networks.

**Designated person:** a person nominated by the event organiser to be the first point of contact for any complaints made by attendees, which includes CIBSE staff, members and third parties.

## 4.Duties

This policy should be shared by event organisers with registrants prior to them registering for a CIBSE event and with any other third parties involved. Attendees bringing guests to events should share relevant pre-event communications to also ensure their understanding and compliance. By registering for a CIBSE event, attendees agree to abide by the policy.

**All attendees** are expected to understand and comply with the policy, associated policies and all applicable laws during any in-person and/or virtual event, including any health and safety instructions provided by event organisers or the venue, as well as uphold the expectations of their respective organisations. If there is any perceived difference between one of our policies and relevant laws, we will always act in accordance with the highest applicable standard.

**Designated persons** are required to report any reports of behaviour that is in breach of this policy to their supporting CIBSE staff member.

## 5. Conduct and Behaviours

### 5.1 Professional conduct

Attendees are expected to keep in mind that they are within a professional environment when at CIBSE events and they are expected to always demonstrate professional behaviour modelling high standards of ethical conduct, honesty and integrity to protect the reputation and standing of CIBSE.

CIBSE members are expected to adhere to the [CIBSE Code of Conduct](#) (*CIBSE - Code of conduct*, 2023) at all times.

### 5.2 Inclusive environment

CIBSE is committed to the application and promotion of equity, diversity, inclusion, and accessibility at all our events and attendees must act in accordance with CIBSE's values. CIBSE's inclusivity guidance can be [read here](#) (CIBSE Inclusivity Panel and Jack, 2019).

CIBSE will not tolerate or allow any discriminatory or disrespectful behaviours by any person during CIBSE events, including bullying, harassment or sexist, racist, or exclusionary comments or jokes at our events.

Harassment includes (but is not limited to):

- offensive or belittling comments related to sex, gender identity, sexual orientation, disability, age, physical appearance, body size, ethnicity, nationality, or religion/beliefs
- inappropriate physical contact, sexual attention, or innuendo
- violence
- aggression
- sustained disruption of talks or other events
- deliberate intimidation
- stalking
- photography or recording of an individual without consent.

### 5.3 Alcohol and substance use

CIBSE has a duty to take care of the health and safety of all those participating and attending CIBSE events. Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring, and it can have a detrimental impact on behaviour.

Consumption of alcohol must be conducted responsibly, and only when permitted as part of an in-person event. Attendees are expected to know their limits and drink responsibly. The provision of alcohol should not be taken as an endorsement by CIBSE for attendees to drink excessively nor for any resulting improper conduct or activity.

Attendees are not permitted to bring in any food or alcohol from outside the premises to any in-person event unless they have permission from the organisers. The use of illegal substances is strictly prohibited.

#### 5.4 Breach of the policy and how to report a complaint

It is the responsibility of CIBSE to ensure there is a designated person at each of its events to be a first point of contact for any complaints made by attendees, which includes CIBSE staff, members and third parties. The designated person will be stated in pre-event communications and/or on the day. This person will be either a CIBSE staff member or a CIBSE volunteer.

If an attendee observes someone making them or anyone else feel unsafe or unwelcome at an event, they can report it as soon as practically possible to the designated person for that event.

When someone is asked to stop any behaviour that makes others uncomfortable, they are expected to comply immediately and with any further requests made by the designated person and/or event organisers as a result of their behaviour. In response to inappropriate behaviour the designated person and/or event organisers may take any action they deem appropriate, including warning the person in question, asking them to leave the event, or limiting their attendance at future CIBSE events. This action should be proportionate to the behaviour and will be decided on a case-by-case basis.

Specific actions may include but are not limited to:

- asking the person to cease the inappropriate behaviour, and warning them that any further reports will result in other sanctions
- requiring that the person avoid any interaction with, and physical proximity to, another person for the remainder of the event
- early termination of a talk that violates the policy
- not publishing the video or slides of a talk that violates the policy
- not allowing a speaker to give (further) talks at this event and potentially future events
- immediately ending any event responsibilities or privileges held
- requiring that the person immediately leave the event and not return

The designated person will record the complaint and inform their CIBSE supporting staff member. If further action is required following the conclusion of the event, an assessment will take place and the appropriate next steps will be taken.

Designated persons are not required to undertake any action they do not feel comfortable or able to do so in response to a complaint. They are only required to record the complaint and inform CIBSE that one has been made.

Any complaints made regarding a CIBSE staff member will be referred to CIBSE's employee disciplinary procedure as appropriate.

Legal action may be considered if a criminal offence is suspected and, if appropriate, the matter may be reported to the Police or other relevant authorities.

Should any person disagree with the nature in which a CIBSE volunteer has dealt with a complaint or their actions as a result of a complaint, they may refer to the Resolving Volunteer Issues Policy and Procedure.

## 6. References

*CIBSE - Code of conduct* (2023).

<https://www.cibse.org/AboutCIBSE/Governance/Code-of-Conduct>.

CIBSE Inclusivity Panel and Jack, L. (2019) Celebrating Inclusivity: Inclusivity Guidelines for CIBSE members and staff.

<https://www.cibse.org/media/pvbldihy/inclusivity-guidelines.pdf>.