

# COSMOS Code of Conduct for Meetings

COSMOS Project

2024

## **The COSMOS Programme Grant and EPSRC promote a respectful, diverse and inclusive culture.**

This document sets out our expectations of acceptable and unacceptable behaviour for attendees and speakers at COSMOS Programme Grant events, including guest participants. All participants agree to be bound by this document when registering for events organized and promoted by the COSMOS team.

The COSMOS team aims to select accessible venues, support participants with accessibility needs or caring responsibilities, and clearly communicate the details of the event. We will always handle personal and sensitive information in compliance with General Data Protection Regulations.

We expect cooperation and support from all to help ensure a safe, harassment-free and respectful environment for everybody. This applies to the main event venue itself, break-out venues, refreshment areas, online discussions, and even to places that are not part of the official event programme, including but not limited to, visitors' accommodation and social interaction spaces.

## **Examples of bullying and harassment include but are not limited to:**

- Offensive comments (including those related to gender, age, sexual orientation, disability, physical appearance, body size, race or religion) either in person or via the Internet
- Inappropriate language and images in talks
- Deliberate intimidation or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual or other forms of attention

Participants asked to stop any unacceptable behaviour are expected to comply immediately.

If a participant engages in unacceptable behaviour, the event organizers will take any action they deem appropriate, including warning the offender and if necessary, expelling them from the event (with no refund, for events with a registration fee). In the most severe cases, the organizers reserve the right to contact the offender's home institution and / or the police.

If you are experiencing unacceptable behaviour, are concerned that someone else is experiencing unacceptable behaviour, or have any other concerns about bullying and harassment, please immediately contact Project Manager, Eryn Spinlove (e.spinlove@ucl.ac.uk) who will be happy to assist.