

## Procura+ Conference 2024

### Code of Conduct

#### PURPOSE:

ICLEI and the City of Lisbon are committed to providing a safe congress experience for everyone, regardless of sex, gender, gender identity, sexual orientation, age, disability, race, ethnicity, religion (or lack thereof), social status, physical appearance, or body size.

Participants are expected to behave with integrity and respect towards all fellow participants attending or involved in the congress.

#### APPLICABILITY

These rules apply equally for all attendees, speakers, exhibitors, volunteers and any other persons attending or involved in the event in any capacity. We expect all persons to comply with these rules at all event venues, including the mobile workshops, and any conference-related social events. ICLEI and the City of Lisbon commit to implementing the Code of Conduct. The Code of Conduct is not legal or prescriptive in nature. It supplements, and does not affect, the application of other relevant policies, regulations, rules and laws, including laws regulating the premises in which the event takes place and any applicable host country agreements.

#### PROHIBITED CONDUCT

##### Harassment

Harassment of congress participants because of sex, gender, gender identity, sexual orientation, age, disability, race, ethnicity, religion (or lack thereof), social status, physical appearance, body size or any other reason is prohibited at the event in any form and will not be tolerated.

Harassment of congress participants includes, but are not limited to:

- offensive or hateful language, including in written communications
- deliberate intimidation
- stalking
- following
- harassing photography or recording
- sustained disruption of talks or side events
- inappropriate physical contact
- unwelcome sexual attention

Ultimately, individuals or groups violating these rules may be sanctioned or expelled from the congress without a refund at the discretion of the congress organisers.

### **Discrimination or hateful language during sessions**

The moderator shall strive to create and maintain an inclusive and respectful space for everyone. If a speaker or any other participant makes an inappropriate comment during a session (either in person or virtual) the moderator is entitled to intervene. The moderator shall give the offender the opportunity to apologise. If the offender refuses and continues with the inappropriate behaviour, the moderator shall ask the person to leave the session. The moderator shall in any case report the incident to the Anti-Harassment Team through the channels described below.

### **Harassment and discrimination in virtual spaces**

Other virtual spaces (such as social media) will be monitored by the organising staff. If a participant makes derogatory or demeaning comments about an individual or group of people, or if they share inappropriate content, they will be asked to delete it immediately.

### **COMPLAINT PROCESS**

A participant who feels that they have been harassed, notices that someone else is being harassed, or has any other concerns, may report the matter immediately to the event organisers. A participant should never knowingly make a false or misleading claim about prohibited conduct.

### **CHANNELS FOR COMPLAINTS**

We encourage reporting any incident either to:

1. Email to [conference@procuraplus.org](mailto:conference@procuraplus.org)
2. Approach any conference staff, who will direct the complaint to the Anti-Harassment Group.

All staff from ICLEI/City of Lisbon should be able to direct to the above-mentioned options. All complaints will be treated confidentially.

### **TAKING ACTION**

The congress organisers will be expected to take appropriate action, ranging from warning the offender to full expulsion from the conference with no refund. Participants asked to stop any harassing behaviour are expected to comply immediately.

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

### **PROHIBITION OF RETALIATION**

Threats, intimidation, or any other form of retaliation against a participant who has made a complaint, provided information in support of a complaint, or was accused of misconduct are prohibited. The congress organisers will take any appropriate action needed to prevent and respond to retaliation.