



CODE OF CONDUCT FOR CTU HOSTED MEETINGS AND EVENTS

Each year, the Caribbean Telecommunications Union (CTU) hosts events such as several meetings, forums, workshops, webinars, seminars, side events and statutory meetings both virtually and in-person in different Member States. It is committed to providing a harassment-free event experience for everyone, regardless of age, gender, disability, physical appearance, nationality, race or religion.

This **Code of Conduct** applies to any CTU event, hosted or sponsored in whole or in part by the CTU, wherever it may take place. Additionally, the Code of Conduct extends to any event or gathering that takes place on CTU Headquarters at **#4 Mary Street, St. Clair, Trinidad and Tobago**, whether or not the CTU is organising, hosting or sponsoring the event.

We expect our attendees to contribute to a professional and respectful environment. All attendees, speakers, exhibitors, sponsors and event team members are required to comply with the CTU's Code of Conduct at its events. The CTU Secretariat will enforce this code to ensure a safe, inclusive and welcoming environment for everyone.

EXPECTED CONDUCT:

All participants, including attendees, speakers, exhibitors, sponsors and event team members are expected to:

- Treat each other with respect and consideration, respecting a diversity of views and opinions;
- Behave in a professional manner;
- Communicate openly, critiquing ideas rather than individuals;
- Be kind to others;
- Not insult or put down other attendees or event team members;
- Be polite and respectful in online chats;
- Respect the policies of the online platform/s

UNACCEPTABLE BEHAVIOR:

Inappropriate behaviour and harassment of conference participants in any form will not be tolerated. These include but are not limited to:

- Offensive verbal comments related to gender, age, disability, physical appearance, race, nationality or religion;
- Deliberate intimidation, stalking, following, bullying, discrimination, photography or recording without consent;
- Sustained disruption of talks or other's presentations;
- Unwelcome sexual attention;
- Copying, redistributing or using data from presentations without permission from the authors;
- Unauthorised access or changes to CTU's branding assets, website, conference hosting tools or any other CTU conference collateral material and related systems.



Enforcement:

Participants will be asked to discontinue any inappropriate behaviour and are expected to comply immediately. Anyone violating these rules may be asked to leave the event at the sole discretion of the CTU Secretary-General or Deputy Secretary-General. If a participant engages in troublesome behaviour, event organisers retain the right to take any actions to keep the event a welcoming environment for all participants. This includes warning the offender or expulsion from the event with no further access. We expect participants to follow these rules at all physical and virtual events and event-related social activities.

Reporting an incident or misconduct:

To ensure that our events are not brought into disrepute, if you are being harassed; notice that someone else is being harassed; or have any other concerns, please contact a member of the Stakeholder Engagement Unit (SEU) or any conference staff immediately. Any reports will be handled in the strictest confidence.

Signature of Attendee: _____

Date: _____

For more information, please contact the CTU's Stakeholder Engagement Unit

Email: seu@ctu.int

Caribbean Telecommunications Union