

## External Speaker Code of Conduct

### 1. Introduction:

This code of conduct exists to provide guidance of legal obligations relating to external speakers and events at ACM, and to ensure that all speakers taking part in an event or activity, on an ACM campus or elsewhere in relation to ACM, act in accordance with the ACM External Speaker and Events Policy.

It is the responsibility of the event or activity organiser - the individual, named in the External Speaker submission form and the ACM Industry Link team to ensure that:

- The External Speaker Code of Conduct is communicated to all external speakers (once approved and confirmed via the External Speaker Booking Process) and the declaration form is signed, returned and stored centrally with the respective booking form.
- That all reasonable steps are taken to ensure that the requirements within it are upheld during the running of the event or activity.

### 2. Freedom of speech:

Freedom of speech is fundamental to ACM as a Higher Education provider. The Higher Education and Research Act 2017 requires ACM to take such steps as are reasonably practicable to ensure that freedom of speech, within the law, is secured for its employees, students and visiting speakers. All staff and students through their membership are expected to tolerate and protect the expression of opinions, within the law.

Whilst the law promotes and protects freedom of speech, it also places limits on those freedoms in order to maintain public order and safety. ACM acknowledges that it has a legal responsibility to create a balance between minimising the possibility that extremism or unlawful conduct will arise on an ACM campus and ensuring that it meets its legal obligations in relation to securing freedom of speech.

### 3. Conduct

ACM expects external speakers to act in accordance with the law and not to breach the lawful rights of others. Set out below are examples of the expectations, this is by no means an exhaustive list.

During the course of the event at which he or she participates, **no speaker shall:**

- Incite hatred, intolerance or violence or act in any way that is a breach of the Criminal Law.
- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism.

- Discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age.
- Defame any person or organisation.
- Raise or gather funds for any external organisation or cause without express permission of the Director of Creative Industry Development.

ACM reserves the right to not permit an external speaker to speak at or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of the External Speaker and Events Policy or of any legal obligation.

#### **4. Segregation**

ACM as a Higher Education provider, employer and service provider has duties under the Equality Act 2010. ACM will not unlawfully discriminate against students, employees and other individuals to whom services are provided.

Segregation by sex or gender is not permitted in any academic meetings or at events, lectures provided for students, or at events attended by members of the public or employees of ACM. Segregation is therefore not permissible for any event covered by the ACM External Speaker and Events Policy and this Code of Conduct.

#### **5. Date of Approval and Next Review**

Version:	1.2
Approved on:	22 Aug 2018
Approved by:	Academic Board
Next Review:	01 Aug 2019

## External Speakers Declaration Form

I, (print name) .....have read and understood the expectations and requirements outlined in the ACM External Speaker Code of Conduct and have read the ACM External Speaker and Events Policy.

**Signed**.....

**Date:**.....