

## **GSL CODE OF CONDUCT FOR MEETINGS AND OTHER EVENTS**

### **INTRODUCTION**

The Geological Society of London is a professional and learned society, which, through its members, has a duty in the public interest to provide a safe, productive and welcoming environment for all participants and attendees of our meetings, workshops, and events regardless of age, gender, sexual orientation, gender identity, race, ethnicity, religion, disability, physical appearance, or career level.

This Code of Conduct applies to all participants in Society related activities, including, but not limited to, attendees, speakers, volunteers, exhibitors, representatives to outside bodies, and applies in all GSL activities, including ancillary meetings, events and social gatherings.

It also applies to members of the Society attending externally organised events, wherever the venue.

### **BEHAVIOUR**

The Society values participation by all attendees at its events and wants to ensure that your experience is as constructive and professionally stimulating as possible.

Whilst the debate of scientific ideas is encouraged, participants are expected to behave in a respectful and professional manner - harassment and, or, sexist, racist, or exclusionary comments or jokes are not appropriate and will not be tolerated.

Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and intrusive photography or recording of an individual without consent. It also includes discrimination or offensive comments related to age, gender identity, sexual orientation, disability, physical appearance, language, citizenship, ethnic origin, race or religion.

Attendees are not to make recordings, photograph, screen record or take screen grabs of a presenters work without permission.

The Geological Society expects and requires all participants to abide by and uphold the principles of this Code of Conduct and transgressions or violations will not be tolerated.

### **BREACH OF THE CODE OF CONDUCT**

The Society considers it unprofessional, unethical and totally unacceptable to engage in or condone any kind of discrimination or harassment, or to disregard complaints of harassment from colleagues or staff.

If an incident of proscribed conduct occurs either within or outside the Society's premises during an event, then the aggrieved person or witness to the proscribed conduct is encouraged to report it promptly to a member of staff or the event's principal organiser.

Once the Society is notified, staff or a senior organiser of the meeting will discuss the details first with the individual making the complaint, then any witnesses who have been identified, and then the alleged offender, before determining an appropriate course of action. Confidentiality will be maintained to the extent that it does not compromise the rights of others. The Society will co-operate fully with any criminal or civil investigation arising from incidents that occur during Society events.

## **Burlington House Fire Safety Information**

### **If you hear the Alarm**

Alarm Bells are situated throughout the building and will ring continuously for an evacuation. Do not stop to collect your personal belongings.

Leave the building via the nearest and safest exit or the exit that you are advised to by the Fire Marshal on that floor.

### **Fire Exits from the Geological Society Conference Rooms**

#### *Lower Library:*

Exit via main reception onto Piccadilly, or via staff entrance onto the courtyard.

#### *Lecture Theatre*

Exit at front of theatre (by screen) onto Courtyard or via side door out to Piccadilly entrance or via the doors that link to the Lower Library and to the staff entrance.

#### *Main Piccadilly Entrance*

Straight out door and walk around to the Courtyard.

Close the doors when leaving a room. **DO NOT SWITCH OFF THE LIGHTS.**

***Assemble in the Courtyard in front of the Royal Academy, outside the Royal Astronomical Society.*** Event organizers should report as soon as possible to the nearest Fire Marshal on whether all event participants have been safely evacuated.

Please do not re-enter the building except when you are advised that it is safe to do so by the Fire Brigade.

### **First Aid**

All accidents should be reported to Reception and First Aid assistance will be provided if necessary.

### **Facilities**

The ladies toilets are situated in the basement at the bottom of the staircase outside the Lecture Theatre.

The Gents toilets are situated on the ground floor in the corridor leading to the Arthur Holmes Room.

