

#IWITOT10 Personal Safety Guidelines

Prepared for In-person attendees, speakers, mentors, and staff
November 10th 2022

Where you work should feel safe – and we’re doing all we can to ensure that attending #IWITOT10 will be a safe and enjoyable experience for all.

All speakers, volunteers, attendees, and sponsors must behave in a respectful and professional manner towards each other at all times. That means that we will not tolerate – and will remove – anyone who causes harm to another attendee in any of the following ways:

- **Harassment** is any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment in any form because of offensive or discriminatory actions or comments related to a person’s gender, sex, race, sexual orientation, disability, age, marital status, pregnancy and maternity, religion or belief, appearance or other aspects of identity or protected characteristic under the Equality Act 2010.
- **Sexual harassment** is a specific form of harassment as defined under the *Equality Act (2010)* as ‘unwanted conduct of a *sexual* nature, which has the purpose or effect of either: (a) violating the complainant's dignity; or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for the complainant.’ Examples of sexual harassment include, but are not limited to, sexual innuendo, comments about someone’s sexual orientation or gender identity, name-calling with a sexual or gender connotation, making sexual comments about someone’s appearance, clothing or body parts, sexual jokes and stories, displaying still or moving images or sending emails, texts or social media containing sexual content, making sexual gestures, asking for sexual favours or repeatedly asking someone for a date, unwanted touching, attempted or actual sexual assault or rape.
- **Bullying** is any ‘offensive, abusive, malicious or intimidating behaviour or misuse of power with the intention of undermining, humiliating or belittling the person it is being directed towards.’ (Equal Opportunities Commission, 2020). This can take place in person and online.
- Threats or incitements of violence against anybody.

- Stalking or deliberate intimidation, including continued one to one communication after a request to cease.
- Publication of confidential or sensitive communication.
- Unwelcome comments regarding another person's lifestyle choices or practices.
- Excessive consumption of alcohol that mean professional boundaries and behaviours cannot be maintained.
- Consumption or possession of illegal narcotics of any form under any circumstances.

Reporting an incident

If you experience harassment, bullying or discrimination of any form whilst participating at IWITOT, or if you are made aware that someone else may be affected by inappropriate behaviour – please let a member of the SOFII staff know immediately.

All reports will remain confidential.

The safety contact person for IWITOT is Joanna Culling. You can contact her via email at joanna@sofii.org.

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