



## CEPS Code of Conduct

The Centre for European Policy Studies (CEPS) expects all its event participants to observe the following code of conduct. By registering for a CEPS event, you agree to comply with the terms detailed in this document.

### *Aim*

The aim of this Code of Conduct is to provide a safe, welcoming and respectful environment for event attendees, moderators, speakers, event organisers, event sponsors, external suppliers and contractors, and other guests (henceforth 'event participants').

### *Applicability*

This Code of Conduct applies to all events organised or co-organised by CEPS, regardless of an in-person or virtual format, and whether it is at its premises (Place du Congrès 1, 1000 Brussels, Belgium), or at another event venue.

Such events include:

- panel discussions
- conferences
- summits
- receptions
- CEPS Ideas Lab
- webinars
- workshops
- expert meetings
- task force meetings
- project meetings
- closed-door roundtables

### *Diversity, equality and inclusion*

CEPS aims to promote diversity and inclusion throughout all its main work pillars, including events. As part of this work, CEPS is committed to a [Parity Pledge](#). More information regarding CEPS diversity and inclusion policies can be found [here](#).

### *Expected behaviour*

- Exercising respect and courtesy
- Accepting constructive criticism and engage with an open mind to other perspectives
- Being considerate of the use of time (e.g. in moderating, opening speeches, discussions or Q&A)
- Following relevant health and safety protocols
- Following [Chatham House rules](#), where applicable
- For moderators - trying to ensure the panellists have an equal opportunity to express their views and intervening in case of violations of respect or timing

### *Prohibited conduct*

- Inappropriate and discriminatory language, jokes and/or comments involving event participants' sex, gender identity, age, racial or ethnic origin, sexual orientation, socioeconomic background, religious or political beliefs, education, physical and mental ability, or other aspects of identity
- Intimidation, threatening or abusive behaviour (physical or verbal)
- Hate speech
- Disruption during talks and presentations, except for moderators who may respectfully interject to timekeep and respond to specific points
- Attending in a state which puts yourself or other event participants at risk (e.g. while clearly too unwell and/or knowingly contagious, whilst intoxicated or under the influence of illegal substances)
- Stalking and excessive following
- Language and imagery of a sexual nature
- Sexual harassment
- Violence; possession or display of a weapon (except for security officers)
- Damaging, destroying or stealing the event venue's property

### *Reporting process*

If you are witness or subjected to any prohibited behaviour as described above, please notify a CEPS event staff member as soon as possible. If you prefer to deal with the matter in a written form, please contact us at [events@ceps.eu](mailto:events@ceps.eu). Any prohibited behaviour or any breach of this code of conduct will not be tolerated and may result in removal from the event, being banned from future events and/or the involvement of law enforcement. Intimidation, threatening or other inappropriate behaviour towards a complainant is strictly prohibited. Every complaint, no matter how minor, will be listened to and treated in a respectful and discreet manner.