

# Newcastle University Virtual Events Code of Conduct

Newcastle University is committed to providing a safe environment where all participants are treated with kindness, fairness, respect and tolerance. By following this code of conduct, you help us to create a positive experience for everyone.

## Online Etiquette

- All participants will be muted on entry and the session set to allow only the hosts and co-hosts to unmute participants
- The presenter(s) will share their screen with all participants so that everyone can see the presentation
- There will be time for Q&As at the end of each webinar/presentation
- You will be able to ask questions 'live' during the event using the chat function within each online platform
- If we don't have time to answer all the questions that are asked during the session, we will pick these up afterwards and get back to you
- Please remember that the chat defaults to 'Everyone' and we kindly ask that all participants act in a professional manner throughout the duration of the session

## Guidelines

The University does not tolerate harassment of participants in any form. Harassment includes, but is not limited to:

- verbal and non-verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion
- sexual language and images in public spaces
- deliberate intimidation, stalking, or following
- harassing photography or recording
- sustained disruption of talks or other events
- unwelcome sexual attention
- unsolicited advertising
- advocating for, or encouraging, any of the above behaviour

## Enforcement

- Any participant who violates the above rules, whether accidentally or on purpose, will be removed from the platform immediately. We reserve the right to take appropriate action to protect other participants and maintain a safe environment.

## Reporting

- If you have any concerns about the content or activity or other participants or staff on the platform, please report this to [careersevents@ncl.ac.uk](mailto:careersevents@ncl.ac.uk)

## Sharing personal data

- Please do not share any personal data (either yours or someone else's) on any online platform, either in the group chat or direct message