AMEE Conference Code of Conduct

1. Introduction

AMEE is dedicated to providing a positive and inclusive environment for all conference attendees, regardless of race, gender, gender identity and expression, sexual orientation, disability, physical appearance, religion, national origin, or other protected status.

As an organisation we are committed to fostering a respectful and inclusive environment for all delegates. All delegates deserve the opportunity to learn, teach and otherwise participate in the conference without discomfort and distress.

To ensure our conference remains a welcoming space for open dialogue and professional exchange, we kindly ask all participants to be mindful of others and to act in a manner that reflects these values.

We appreciate your understanding and cooperation in helping us create a neutral and respectful atmosphere for everyone involved.

The purpose of this Code of Conduct is to outline the standards of behaviour expected from all AMEE conference participants, including but not limited to speakers, moderators, sponsors, exhibitors, volunteers and attendees (**Participants**). All Participants should ensure that they have read and comply with this Code of Conduct.

2. Expected Behaviour

All Participants are expected to:

- Treat all Participants fairly and with respect, kindness, and empathy.
- Engage in inclusive and constructive communication free from harassment, bullying and discrimination.
- Be considerate of differing opinions and perspectives and ensure equitable opportunities for participation regardless of a person's gender, race, ethnicity, religion, age, sexual orientation, disability or other aspects of identity.
- Respect the personal boundaries and consent of others and conduct yourself in a professional and ethical manner.
- Report any incidents of harassment or misconduct to AMEE.
- Seek advice or appropriate support if required.

3. Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

- Harassment, bullying, intimidation, or discrimination in any form.

- Offensive comments, slurs, or jokes related to race, gender, religion, sexual orientation, disability, or other personal characteristics.
- Inappropriate use of sexual language or imagery.
- Deliberate disruption of presentations or events.
- Unauthorised recording or photography of presentations or Participants.
- Any form of intrusive behaviour, violence, or threat of violence.
- Making vexatious, malicious or frivolous complaints against other Participants.

4. Reporting Violations

If you experience or witness any violation of this Code of Conduct, please report it promptly to a member of the AMEE Team either in person or by emailing conferences@amee.org. All reports will be treated confidentially and seriously.

5. Consequences of Violation

Any breach or breaches of this Code of Conduct will be dealt with in accordance with the provisions of Appendix 1. AMEE reserves the right to take appropriate measures to address violations, including but not limited to:

- Warning the subject of the alleged breach.
- Removing the subject of the alleged breach from the conference without a refund.
- Reporting the incident to appropriate authorities, if necessary.
- Banning the subject of the alleged breach from future AMEE conferences.

6. Responsibilities of AMEE

AMEE are committed to enforcing this Code of Conduct and ensuring a safe and welcoming environment. If you feel unsafe or uncomfortable during the conference, please reach out to a member of the AMEE Team for assistance.

7. Conclusion

By attending an AMEE conference, you agree to abide by this Code of Conduct. We are dedicated to fostering a respectful and inclusive community where all Participants can learn, collaborate, and share experiences. This Code of Conduct is subject to periodic review and updates to reflect the evolving needs and values of the AMEE community.

Thank you for helping us create a positive and welcoming conference environment for everyone.

AMEE Team
Date adopted/last reviewed: May 2026

Appendix 1

Consequences of Violations

Any breach or breaches of this Code of Conduct shall be dealt with in accordance with the provisions set out below and ultimately in accordance with AMEE's governing document. AMEE may take appropriate actions in response to violations, including but not limited to:

- Warning the subject of the alleged breach.
- Removing the subject of the alleged breach from the conference without a refund.
- Reporting the incident to appropriate authorities, if necessary.
- Banning the subject of the alleged breach from attending future AMEE conferences.

In exercising this procedure, regard shall be had at all times to the respect, dignity and privacy of the individuals concerned.

Breach during a conference

Where a breach occurs during a conference:

- The CEO shall deal with the matter as they think fit which may include issuing a verbal warning to the Participant concerned or asking them to leave the conference if that is considered appropriate. The complaint shall then be dealt with in accordance with the procedure set out below.
- The omission at a conference to raise an allegation of a breach shall not prevent the alleged breach being raised and dealt with outside the conference.

Procedure for dealing with a breach

Wherever possible, any alleged breach and the resolution of the same shall be resolved informally through conversation and dialogue. This may include the Participant concerned agreeing to act or refrain from acting in a particular way in the future.

If the issue was reported to AMEE outside a conference and cannot be resolved informally and/or the Participant concerned was asked to leave a conference, then the matter should be referred to a panel made up of the AMEE CEO, the AMEE Director of Professional Activities, the Managing Director of Seren Events (AMEE's Professional Conference Organiser) and a member of AMEE's Governing Committee (the **Panel**). The role of the Panel is to determine whether a breach of the Code of Conduct has occurred (on the balance of probabilities standard of proof) and to recommend relevant sanction(s) if appropriate.

The Panel may arrange a meeting with the Participant concerned at the convenience of all parties, but preferably within twenty-one days of the relevant conference or the alleged breach being reported to AMEE, whichever is the later. Alternatively, the Panel will notify the Participant concerned that a complaint has been made and provide them with sufficient information to enable them to respond to the complaint by making written

representations of reasonable length to the Panel. A person who does not make a statement in relation to the alleged breach is not, for that reason alone, to be taken to have admitted to committing the suspected breach.

If the Panel determines that the Code of Conduct has not been breached, the matter will end there.

If the Panel determines that the Code of Conduct has been breached, then appropriate sanctions will be taken. The Panel is authorised to carry out one or more of the following actions:

- to issue a written warning to the Participant concerned concerning future conduct;
- a fixed term suspension from involvement in future AMEE conferences;
- a recommendation to AMEE's Governing Committee for an indefinite ban from involvement in future AMEE conferences.

The Panel shall communicate in writing its decision to the Participant concerned. In the case of a recommendation to indefinitely suspend the Participant, the Participant shall be informed that the recommendation has been referred to AMEE's Governing Committee with the reasons for the Panel's recommendation for indefinite suspension.

If indefinite suspension is not supported by AMEE Governing Committee, the matter will end there.

Appeal

The Participant concerned may appeal in writing to the Panel against the decision or recommendation of the Panel within ten days of the date of the communication of the decision or recommendation by the Panel.

An appeal will be considered by a committee of AMEE's Director of Finance and Business, AMEE's Conference Programme Chair and a member of AMEE's Governing Committee convened for the purpose of considering the appeal (the **Appeals Committee**), which shall not comprise any member of the Panel.

In determining whether or not the Appeals Committee should consider the appeal, the Appeals Committee will consider (a) whether there is any new information or evidence which was not considered by the Panel, or (b) whether there has been any procedural irregularity. In the absence of either of these two grounds, the Appeals Committee will not be required to consider the appeal.

Where the Appeals Committee considers the appeal, it may substitute any alternative outcome or uphold the original decision or recommendation of the Panel and shall notify the Participant concerned in writing of the decision.

The decision at this point shall be final.