

# D3A - Code of Conduct

We expect everyone engaged in D3A activities to contribute to a safe and inclusive environment, and to respect the guidelines stipulated below.

## Scope

This Code of Conduct applies to:

- all event activities taking place in physical as well as virtual venues, and on official virtual engagement platforms and communication channels, including social media
- all participants, including organisers, volunteers, speakers, etc.

Organisers are responsible for informing of and promoting this Code of Conduct during the event, and for immediately notifying of any breach to it that has come to their attention. Although organisers cannot be held responsible for offensive behaviour that may occur outside of the official course/event programme, they should also notify of such issues known to them.

## Offensive behaviour

The event or course must provide an experience for all participants that is free from harassment, bullying, discrimination, and inappropriate behaviour which includes, but is not limited to:

- Intimidation, personal attacks, stalking, following, harassment, inappropriate physical contact or attention, or derogatory mention
- Offensive comments, materials or activities related to age, race, colour, nationality, religion, gender/gender identity, sexual orientation, medical condition, disability, or pregnancy
- Disorderly, boisterous, or disruptive conduct including fighting, coercion, theft, damage to property, or any mistreatment or unprofessional behaviour towards participants

## Procedure

Organisers as well as any participant in D3A activities may contact us about experiences or observations of inappropriate behaviour, regardless of whether they wish to place a formal complaint or merely express a concern or seek advice.

Please contact the DDSA Named Person, Education & Grant Manager Sniff Andersen Nexø, by calling +45 31 90 35 39, or by sending an email to [sniff@ddsa.dk](mailto:sniff@ddsa.dk) requesting to be contacted.

- The Named Person will support the person reporting an offensive behaviour in deciding if and how to proceed
- The Named Person has no formal authority but will support the person reporting an offensive behaviour in informing the relevant authority if agreed upon
- The Named Person is not obliged to inform any other authority and is thus able to handle any complaint or concern in full confidentiality
- Professional consultancy will be included if deemed necessary

## Action

In case of a breach to this Code of Conduct, the organisers will respond towards the offender as deemed appropriate according to law and regulations.

Sanctions may be, but are not limited to, a warning, expulsion from the event or course with no refund, barring from participation in future activities, reporting the incident to the offender's organisation/company, or in the last instance reporting the incident to law enforcement authorities.