

Association of Zoo & Exotic Veterinary Nurses (AZEVN) Code of Conduct

Event Title: AZEVN Bytes

Location: Online via Zoom

1. Purpose

This Code of Conduct outlines the standards of behaviour expected from all participants including delegates, speakers, volunteers, and organisers of AZEVN Bytes. The goal is to foster a professional, respectful, and inclusive environment conducive to learning, networking, and collaboration.

By attending this event, you agree to uphold the values and standards outlined below.

2. Scope

This Code applies to:

- All aspects of the online event
- All individuals involved in the event, including attendees (members), speakers and organisers (committee and volunteers).
- All digital interactions (e.g. email, messaging, chat platforms, and social media related to the event).

3. Our Commitment

We are committed to providing a harassment-free, inclusive, and supportive event for everyone, regardless of:

- Gender or gender identity
- Sexual orientation
- Disability, neurodivergence, or health status
- Age
- Race, ethnicity, national origin, or cultural background
- Religion or belief (or lack thereof)
- Socioeconomic background or educational level
- Professional experience or seniority

4. Expected Behaviour

All participants are expected to:

- Treat others with respect, empathy, and professionalism.
- Listen actively and engage constructively in discussions and learning.
- Respect differing perspectives and lived experiences.
- Use inclusive and non-discriminatory language.
- Abide by the instructions from organisers.

5. Unacceptable Behaviour

We have a **zero-tolerance policy** for the following types of conduct:

Sexual Harassment

This includes (but is not limited to):

- Unwelcome sexual advances or flirtation
- Suggestive looks, staring or leering.
- References to someone's body
- Unwanted sexual attention whether verbal or physical.
- Inappropriate physical contact (e.g. touching, hugging, brushing against)
- Sexually suggestive comments, jokes, or gestures
- Display of sexualised images or materials (physical or digital)
- Intrusive questions about a person's private life, gender identity, or sexual orientation
- Any behaviour that creates a hostile or intimidating environment

Sexual harassment can happen to men, women and people of any gender identity or sexual orientation. It can be carried out by anyone of the same sex, a different sex or anyone of any gender identity. The conduct does not need to be sexually motivated, only sexual in nature. It is not necessary for someone to object first before conduct can be described as unwanted

Bullying and Intimidation

This includes (but is not limited to):

- Behaviour intended to cause distress, fear, or embarrassment
- Verbal abuse, belittling, shouting, or mocking others
- Dismissing or talking over individuals—particularly those who are new to the profession, or less experienced
- Undermining someone's contributions or ideas based on their job title, qualifications, or level of experience
- Intimidation or exclusion by those in positions of authority, seniority, or with perceived status
- Public criticism intended to embarrass or humiliate
- Using one's seniority to discourage participation or shut down questions
- Deliberate exclusion or isolation of individuals
- Creating an environment where individuals feel too afraid or unworthy to engage, ask questions, or express uncertainty

We believe every voice has value, regardless of experience level. Learning is a lifelong process, and this event is designed to support open, respectful exchange between professionals at all stages of their careers.

Racism and Racial Discrimination

This includes (but is not limited to):

- Racist language, slurs, jokes, or stereotypes
- Dismissing or invalidating someone's racial or ethnic identity or lived experience
- Mocking accents, cultural dress, or practices
- Treating people unequally based on race, skin colour, nationality, or ethnicity
- Microaggressions or unconscious bias that cause harm or exclusion

6. Reporting a Concern

We take all reports seriously. If you experience or witness behaviour that breaches this Code of Conduct, you are encouraged to report it as soon as possible.

How to Report:

- **Email:** secretary@azevn.org
- **Anonymous submission:** please complete the form found on this page <https://azevn.org/about/azevn-bytes-code-of-conduct/>

All reports will be handled confidentially and with sensitivity. You will never be asked to confront the person directly.

7. Consequences of Misconduct

Actions in response to Code violations may include, but are not limited to:

- Verbal or written warning
- Removal from the event without refund
- Suspension or permanent ban from future events
- Reporting to employer, regulatory body, or legal authorities where appropriate

8. Agreement

By attending AZEVN Bytes you agree to uphold this Code of Conduct and contribute to a safe, respectful, and inclusive event for all.

Contact

We welcome any queries, comments or requests you may have regarding this AZEVN Bytes Code of Conduct. Please do not hesitate to contact us at AZEVN Secretary, Unit 136945, PO Box 7169, Poole, BH15 9EL or info@azevn.org.