

## Events Code of Conduct

As adopted by the Board of Directors on 23 March 2026

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## SECTION 1: INTRODUCTION

### Article 1. Purpose

- 1.1 The International Cooperative Alliance is committed to ensuring that all events held on the premises of the ICA or hosted and facilitated by Bodies of the ICA, whether held in person, online or in a hybrid format, (“ICA Events”) provide a welcoming, respectful and safe environment for all participants.
- 1.2 This Events Code of Conduct (“Events Code”) is not legal or prescriptive in nature. It supplements the application of other relevant ICA statutes and codes; laws and regulations of the place in which the ICA Event takes place or is hosted; rules and agreements governing the premises in which it is held; and any applicable host-country agreements.

### Article 2. Authority

- 2.1 This Events Code has been adopted by the Board of Directors of the ICA and may be amended by the Board following consultation with the Regions, Sectoral Organisations and Thematic Committees.

### Article 3. Scope

- 3.1 The Events Code applies to all
  - (a) ICA Events, including meetings, assemblies, conferences, congresses, symposia, expert meetings, seminars, webinars, workshops, exhibits, and any other forum organized, hosted or sponsored in whole or in part by an ICA Body, wherever it takes place;
  - (b) any event or gathering that takes place on ICA premises whether or not an ICA Body is organizing, hosting or sponsoring;
  - (c) activities that take place in connection with ICA Events including side events, site visits, dinners, receptions and informal gatherings.
- 3.2 The Events Code applies to all participants at an ICA Event, including all persons attending as a registered attendee, guest, volunteer, ICA staff member, ICA office holder or in any other capacity (“Participants”).
- 3.3 The ICA or other entity responsible for an ICA Event commits to observing this Events Code. Entities that are legally or financially independent of the ICA and that are recognised by the ICA as Sectoral Organisations or Regions in accordance with the Articles of Association are expected:
  - (a) to adopt this Events Code or a code governing events substantially the same in scope and no less stringent than this Events Code; and
  - (b) to seek compliance by all Participants at their events.

### Article 4. Definitions

- 4.1 Except where the context otherwise requires, capitalised words in this Events Code have the meaning given to them herein or in the ICA’s Articles of Association.

### Article 5. Guiding principle

- 5.1 Participants at ICA Events may expect to be treated with dignity, respect and consideration for their safety. They are expected in turn to demonstrate respectful and considerate behaviour towards others and to act in a manner that protects their own safety and that of others.

## **SECTION 2: RESPONSIBLE BEHAVIOUR. HEALTH AND SAFETY**

### **Article 6. Responsible behaviour**

**6.1** Participants at ICA Events must:

- (a) comport themselves in a seemly and responsible way, avoiding any conduct that would bring them or the ICA into disrepute;
- (b) refrain from attending the ICA Event in an intoxicated state or under the influence of psychoactive drugs;
- (c) refrain from using or being in possession of recreational substances that are illegal under local laws;
- (d) observe appropriate parliamentary decorum during formal sessions;
- (e) respect the personal space of other Participants;
- (f) respect the social norms of other cultures in their interactions with other Participants;
- (g) refrain from taking photographs or videos of other Participants without their consent;
- (h) treat name plates and any recognizable symbols of the ICA and of its member countries with respect;
- (i) refrain from using ICA Event venues for unauthorized demonstrations.

### **Article 7. Health and safety**

**7.1** Participants at ICA Events must:

- (a) follow all applicable rules and procedures of the ICA Event, including relevant health and safety protocols;
- (b) cooperate and comply with requests and instructions issued in their official capacity by ICA officials and event security staff regarding the use of facilities, and access to, egress from, and conduct within the venues of the ICA Event.

### **Article 8. Non-compliant behaviour**

**8.1** Non-compliant behaviour under this Section is prohibited and may lead to the Participant's expulsion from the ICA Event.

## **SECTION 3: HARASSMENT**

### **Article 9. General expectation of Participants**

**9.1** Participants at ICA Events must treat all other Participants with consideration and respect, refraining from any form of discourteous behaviour or harassment.

### **Article 10. Harassment**

**10.1** Harassment is any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion or any other reason is prohibited at ICA Events.

## Article 11. Sexual harassment

- 11.1** Sexual harassment is a specific type of prohibited conduct. Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.
- 11.2** Examples of sexual harassment include, but are not limited to:
- (a) making derogatory or demeaning comments about someone's sexual orientation or gender identity;
  - (b) name-calling or using slurs with a gender or sexual connotation;
  - (c) making sexual comments about appearance, clothing or body parts;
  - (d) rating a person's sexuality;
  - (e) repeatedly asking a person for dates or asking for sex;
  - (f) staring in a sexually suggestive manner;
  - (g) unwelcome touching, including pinching, patting, rubbing or purposefully brushing up against a person;
  - (h) making inappropriate sexual gestures, such as pelvic thrusts;
  - (i) sharing sexual or lewd anecdotes or jokes;
  - (j) sending sexually suggestive communications in any format through any medium;
  - (k) sharing or displaying sexually inappropriate images or videos in any format through any medium;
  - (l) threatened, attempted or actual sexual assault, including rape.

## Article 12. Complaints

- 12.1** A Participant who feels that they have been harassed at an ICA Event may report the matter to the organizer of the Event, any ICA staff member, or the relevant security authority, and a Participant who witnesses such harassment should make such a report.
- 12.2** The ICA Body hosting the ICA Event will be expected to take appropriate action in accordance with its applicable policies and rules.
- 12.3** In cases involving Members of the ICA Community, as defined in the ICA Code of Conduct, recourse may be had to the Whistleblower Protocol.
- 12.4** Complaints will be handled with appropriate confidentiality, respecting the rights of all parties involved.

## Article 13. Response

- 13.1** Examples of appropriate action may include, but are not limited to:
- (a) undertaking a fact-finding exercise;
  - (b) requesting the perpetrator to stop the offending behaviour immediately;
  - (c) suspending or terminating the perpetrator's access to the ICA Event or refusing registration at future ICA Events, or both;
  - (d) conveying the complaint to any investigative or disciplinary authority with jurisdiction over the person accused of harassment;
  - (e) conveying a report to the employer or entity with jurisdiction over the person accused of harassment for appropriate follow-up action.

#### **Article 14. Other recourse**

- 14.1** The victim of alleged harassment may also seek help from other relevant authorities, such as the local police.

#### **Article 15. False complaints**

- 15.1** A Participant should never knowingly make a false or misleading claim about prohibited conduct.

### **SECTION 4: PROHIBITION OF RETALIATION**

#### **Article 16. Prohibition**

- 16.1** Threats, intimidation or any other form of retaliation against a Participant who, in good faith, has made a complaint or provided information in support of a complaint are prohibited.

#### **Article 17. Consequences**

- 17.1** The ICA or other entity responsible for an ICA Event will take any reasonable appropriate action needed to prevent and respond to retaliation, in accordance with its applicable policies, regulations and rules.