**Code of Conduct for participants in [your institution’s] leadership programme**

In the [your institution’s] leadership programmes we want to facilitate an inspiring and supportive environment which maximises all participants’ opportunities to learn and develop. Our intent is also to create a friendly, safe and inclusive space for discussion and exchange of experiences.

This Code of Conduct applies to participants in [name of programme]. You are expected to follow the Code of Conduct while attending the programme*.*

To ensure that the Code of Conduct is followed, we inform all participants and staff about the types of behaviour and actions we cannot tolerate during the programme, and how to report unacceptable behaviour that you may witness or experience.

If you have been subjected to unacceptable behaviour, have noticed that someone else is being subjected to it, or have any other concerns, please contact a member of the programme team.

Participants who are asked to stop unacceptable behaviour are expected to comply immediately, and actively change their behaviour. Depending on the severity, or if there are repeated offenses, the programme team will respond appropriately. This can include, but is not limited to, warning or expelling participants from the programme.

Privacy policy

This leadership programme is held under the Chatham House Rule. It means that participants are free to use the information received in the programme but need to ask before quoting somebody. Due to possible privacy concerns for some participants, we also expect everyone to always ask for consent before photographing or recording anyone during the programme. This includes meeting in Zoom and persons in the background of pictures. Likewise, you are required to obtain consent before sharing information about a participant’s work or tagging someone in a post, picture or
video referring to the programme.

Unacceptable behaviour
Participants are expected to be tolerant and willing to work with all participants. Harassment, verbal or physical, is one of several behaviours we do not tolerate in the training. Other unacceptable behaviour includes unwanted sexual advances. Furthermore, we do not accept discrimination, or any negative behaviour related to personal aspects or characteristics of another participant, such as their national origin, gender, gender identity and expression, race, ethnicity, sexual orientation, status, political belief, physical characteristics, disability, religion, or age.

Unacceptable behaviour may occur online or in person and include the following actions:

* Verbal comments that reinforce oppression related to personal aspects or characteristics
* Verbal threats or demands
* Exhibiting sexually explicit pictures
* Intimidation
* Stalking
* Unwanted photography or recording
* Sustained disruption of sessions or events
* Unwelcome sexual attention and/or suggestions of a sexual nature
* Violating the Chatham House Rule of the programme
* Advocating for or encouraging any of the above behaviour

Reporting violations

Reports can be made confidentially by contacting a member of the programme team. [describe how a report can be made, to whom, through what channels e.g. WhatsApp, e-mail, other....?, what information is needed etc ].

All reports will be handled. If asked for, reports can be made confidentially. You will never be asked to take actions that make you feel unsafe.

Incident Response Committee

For this programme, the following individuals form the Incident Response Committee:

* Name of contact, e-mail address
* Name of contact, e-mail address

All reports are first hand managed by the university team. If you don’t consider their response satisfying, you may contact the programme manager for SAYP/SIPSIP at Swedish Institute.

* Name of SI programme manager, e-mail address