

CODE OF CONDUCT FOR EVENTS

(“Code of Conduct”)

Owen James Events Limited (“**Owen James**” and “**we**”) is a company registered in England and Wales at Companies House, with company registration number 05498482 and registered office at Fintel House, St. Andrews Road, Huddersfield, HD1 6NA.

Owen James organises tailored events for the financial services industry.

This Code of Conduct applies to all event participants, including delegates, speakers, sponsors, facilitators, exhibitors and Owen James representatives.

1. Purpose

We value all our attendees and we are committed to providing a friendly, safe and welcoming environment for everyone, at all our events.

We also value participation at our events and wish to ensure that our attendees experience a positive, inclusive, constructive and professionally stimulating setting where they feel comfortable contributing to an event.

2. Expected behaviour

We encourage debate and discussion, but attendees are expected to behave in a respectful, considerate, cooperative, collaborative and professional manner.

3. Unacceptable behaviour

We will not tolerate harassment, bullying, intimidation, demeaning, abusive or discriminatory behaviour of any kind at our events.

Harassment includes: inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, intrusive photography, recording or photography of an individual without consent and sustained disruption of talks or parts of an event. It also includes discrimination or offensive comments related to age, gender, sexual orientation, gender identity, race, ethnicity, religion, language, citizenship, disability, physical appearance or career level.

Bullying includes: intimidating, malicious or insulting verbal or physical behaviour involving misuse of power which can make a person feel vulnerable, upset, humiliated, undermined or threatened.

We will not tolerate misuse of the Owen James App, offensive e-mails, text messages or social media content, or any violent, lewd or offensive behaviour or language, including but not limited to using, sending or displaying sexually explicit materials, or any language, behaviour or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs.

4. Prohibited acts

It is prohibited to attend the event in possession of: (a) any item that can be used as a weapon, or which may cause danger to others if used in a certain manner; and (b) any illegal substance, including but not limited to narcotics, marijuana, or other illegal drugs.

Alcoholic beverages should only be consumed in areas specifically designated for the consumption of alcohol.

Smoking and vaping is restricted to designated areas.

5. Reporting unacceptable behaviour and/or prohibited acts

Owen James considers it unacceptable to condone unacceptable behaviour and prohibited acts, or to disregard complaints in respect of unacceptable behaviour and prohibited acts.

We encourage anyone attending an event that suffers from or witnesses an event attendee's unacceptable behaviour or prohibited acts occurring at an event venue to promptly report it to an Owen James representative. Reports can also be made to the following e-mail address: info@owenjamesgroup.com

An Owen James representative will discuss a complaint with the complainant, any other witnesses and then with the attendee that is the subject of a complaint. Owen James will then determine the appropriate course of action to be taken.

Confidentiality will be maintained, where possible. Please note, however, that Owen James may contact the Police in the event that this is considered necessary or appropriate.

6. Consequences of breaching the Code of Conduct

In the event that an event attendee breaches this Code of Conduct, Owen James:

- a. will, where possible and practicable, request the attendee to immediately cease the unacceptable behaviour or prohibited act;
- b. may expel that attendee from the event without warning and without any refund of the event fee paid;
- c. may consider reporting the attendee that is subject to a complaint, to the Police or to other authorities and / or consider bringing legal action; or
- d. may consider banning attendee from attending future Owen James events.

In addition to the above, where an event attendee breaches this Code of Conduct whilst attending an event online, Owen James may, at its sole discretion:

- a. delete inappropriate messages posted in any chat or on the Owen James App;
- b. mute attendee's microphone;
- c. issue the attendee with a warning; or
- d. remove attendee from the online event.