

Code of Conduct for Events Hosted by Transpire's Outreach Officer

For Staff & Volunteers

1. Adopt a zero-tolerance stance on harassment, hate speech, transphobic messaging, malicious recording, outing, and unsolicited contact.
2. Commit to creating a safe space for all participants, and ensure proactive steps are taken to be inclusive and welcoming to people of all ages, ethnicities, sex and genders, sexual orientations, health conditions and disabilities, relationships status, refugee or immigrant status, religions or beliefs, pregnancy or maternity status etc.
3. Commit to ensuring that this is a safe and accepting space for people who are intersex/have DSD, recognising that there are key differences between people who are intersex/have DSD and trans+ individuals, yet appreciating the overlap and the possible intersectional nature of these identities.
4. Pre-screen attendees against known disruptors or repeat offenders when possible. Ask participants at registration to affirm the code of conduct.
5. Enforce a strict "no recording without consent" policy:
 - a. Reiterate verbally at the start.
 - b. If someone attempts to record, calmly remind them of the rule and, if necessary, ask them to delete footage or leave.
 - c. Where permission has been given, only individuals who are given approval by the event lead can film. This might include giving someone permission to film a friend who has asked to be recorded, or allowing known members of Transpire or collaborators to film for publicity etc.
6. Monitor attire for exclusionary slogans, symbols, or messaging (e.g. transphobic symbols, statements, or graphics):
 - a. If clothing violates inclusion principles, offer a neutral cover-up (e.g., a conference badge lanyard or plain jacket) or politely ask the attendee to change/remove the item. If this is not possible, the attendee should be asked to leave.
 - b. In situations where the attire is not inherently exclusionary or hateful, but it is deemed to be worn for the sake of inciting violence and/or being antagonistic, bringing disrepute to the organisation, or undermining the purpose of the event, the same principles of 4a. apply. This must be based on the belief that the messaging would cause a risk of harm to either the individual, others, or the reputation of the event/organisation, not based on whether the messaging is one that staff either condone or condemn.
 - c. Care must be taken not to infringe upon individual's rights to freedom of speech, however, examples include explicit content in a situation where this could bring

disrepute, gender-critical messaging where this is likely to incite an incident or undermine the purpose of the event, or political messaging where this would be deemed deliberately antagonistic or contrary to the purpose of the event, for instance, wearing Labour messaging during an event where multiple political parties are involved if the individual is not there representing Labour.

- d. The same principles apply to staff/volunteers, with an additional expectation to dress presentably when representing Transpire, e.g. wearing clothes that are clean, fresh, and not distracting.

7. Safeguard confidentiality and personal data:

- a. Staff and Volunteers to uphold confidentiality covering workshop disclosures and participant identities. Where there is a safeguarding concern related to an event, staff and volunteers report this immediately to Jay Woods, Jay@transpiresouthend.org or an alternative safeguarding lead.
- b. Staff, volunteers, and participants are prohibited from sharing or discussing anyone's trans or personal health information outside the session.

6. Prevent inappropriate post-workshop contact:

- a. Collect only essential contact details and store them securely (GDPR-compliant).
- b. Remind attendees not to reach out to one another privately unless mutual consent is explicitly documented.
- c. Staff and volunteers do not reach out to participants privately where there is an ongoing position of power.
- d. No one to contact under 18s privately.
- e. Where there is a pre existing relationship, staff and volunteers to be transparent about the nature of the contact, and to maintain a clear distinction between professional and personal contact.

7. Empower quick intervention and transparent reporting:

- a. If harassment occurs, only staff and volunteers with de-escalation training are to intervene, and should only do so in accordance with safeguarding policy.
- b. If harassment occurs, staff, volunteers, and participants are encouraged to maintain distance, to not directly engage, and to inform the relevant authorities.
- c. If harassment occurs, this is to be reported to the relevant Safeguarding lead, and a report made with follow-up actions identified.

8. Foster physical and emotional safety throughout:

- a. Where possible, position staff strategically in the room to deter lone harassers.
- b. Provide a designated "quiet space" when possible and check-in points for anyone feeling unsafe.

For Participants

1. Respect every person's chosen name, pronouns, and right to privacy. If you misgender someone by mistake, correct yourself, and move on.
2. Adhere to the no-recording rule:
 - a. Do not photograph, audio-record, or livestream any part of the workshop without explicit permission from the event organisers and every individual within the recording.
 - b. Anyone found to be recording or taking photos without permission will be given a warning and will be asked to delete the material and to prove they have done so.
 - c. Once someone is given a warning, if they do not adhere to the deletion of the material, or they repeat the offence, then this will result in removal from the workshop and a ban from future events.
 - d. If it is deemed appropriate, any refusal to adhere to this rule will result in the individual being reported to local authorities if it is deemed to be harassment.
3. Do not wear clothing or attire that has exclusionary slogans, symbols, or messaging, or could be deemed inappropriate for the space, or could bring Transpire and other organisations into disrepute:
 - a. This includes any and all attire that could be deemed to be inciting violence, being worn to be deliberately antagonistic and cause distress to participants, that could reasonably bring disrepute to the organisation/s, and/or undermines the purpose of the event.
 - b. It is considered highly likely that any attire that includes gender-critical messaging in a proactively trans+ inclusive space is likely to be worn with the intent to incite violence, antagonize and cause distress to participants, or undermine the purpose of the event.
 - c. If we feel that your attire is exclusionary or inappropriate, you will be asked to change or cover up. If that is not possible, or you refuse, then you will be asked to leave.
4. Maintain strict confidentiality:
 - a. Do not share someone else's trans identity, personal story, or any sensitive disclosure outside this space. This includes telling others that you have met them at a Transpire event.
5. Do not initiate or continue contact after the workshop unless you have explicit, mutual permission:
 - a. Do not initiate or continue contact after the workshop if you, or the other person, is under 18, except where there is a pre-existing relationship.
6. Speak up if you witness any rule-breaking or feel unsafe:
 - a. Approach any staff member, volunteer, outreach officer, or relevant safeguarding lead confidentially.
7. Commit to kindness, inclusion, and active listening:
 - a. Wait your turn to speak, use supportive language, and treat missteps as learning moments.