

External Speaker Code of Conduct

Introduction

1. This code of conduct applies to all external speakers taking part in a UCA hosted event or activity which do not form part of an academic programme, including UCA branded events and activities which are held off site. It is the responsibility of the member of UCA organising the event or activity to ensure that this Code of Conduct is sent to all external speakers (once they are approved and confirmed) and that all reasonable steps are taken to comply with it throughout the running of the event.
2. The Education Act 1986 places a duty on universities to take such steps as are reasonably practical to ensure that freedom of speech within the law is secured for its students, staff and visiting speakers. As a University, we understand the importance of securing freedom of speech and that the concept of imposing limitations has the potential to provoke strong opinions. The University's [Freedom of Speech Code of Practice](#) requires staff and students of UCA to permit freedom of speech and expression, however abhorrent certain expressions may be to members of UCA, provided that such speech and expression is within the law.
3. It is important that all individuals involved in staging events which includes the participation of external speakers understand the legal framework which governs this area of activity. Free speech is a qualified privilege subject to the limits imposed by law including those governing the protection of national security, health and safety, prevention of crime, charities, human rights, equality and discrimination and the protection of rights and freedoms of others. In addition, it must be clear to all parties that UCA must not be prevented from performing its wider legal duties such as the need to eliminate discrimination, to advance equality of opportunity and to have due regard to the need to prevent people from being drawn into terrorism. As part of this, the University may choose to share information relating to the application of its External Speaker Policy with external agencies where it is legal to do so.

Conduct

1. External speakers are not prevented from expressing points of view, including those that may be contentious or potentially offensive provided that this is done in the spirit of academic debate, being open to challenge and question.
2. The University expects external speakers to act in accordance with the law and not to breach the lawful rights of others. In addition, all speakers shall:
Comply with the University's Freedom of Speech Code of Practice and its External Speaker Policy;
 - Comply with the venue's instructions on health and safety;
 - Present ideas and opinions in the spirit of academic debate and be open to challenge and question.
3. During the course of the event, no speaker should:
 - Use threatening, abusive or insulting behaviour likely to cause harassment, alarm or distress;
 - Incite hatred or violence or call for the breaking of the law;
 - Encourage or promote any acts of terrorism or any individuals, groups or organisations that support terrorism;
 - Spread hatred or intolerance;

- Discriminate against or harass any person or group on the grounds of their sex, gender, race, nationality, ethnicity, disability, religious belief, sexual orientation or age
- Defame any person or organisation;
- Raise or gather funds for any external organisation without the permission of the University.

4. Please note that this is not intended to be an exhaustive list of unacceptable conduct by external speakers. The University reserves the right to deny permission for the staging of an event and/or to halt an event at any time if it reasonably considers there may be a breach of the External Speaker Policy or of any legal obligation.

Complaints

Where external speakers are dissatisfied with the application of the University's External Speakers Policy, they may complain to Vice Chancellor.