

Adminovate Conference – Code of Conduct

Purpose

At Adminovate, we believe innovation can help improve the funds industry. To make it possible for true collaboration, creativity, innovation, and idea exchange to thrive we are committed to facilitating a welcoming and respectful Conference for all. This Conference Code of Conduct shares our expectations and applies to all attendees, employees, exhibitors, speakers, sponsors, volunteers, and other participants at Adminovate. We empower all participants at Adminovate to actively engage in creating a friendly and safe environment for all.

Expectations

- Be kind and considerate. Respect personal space and common courtesy rules for personal interaction.
- Be mindful of others around you to ensure a great experience for your fellow participants.
- Refrain from displaying any demeaning, harassing, aggressive, or intimidating materials or behaviour.
- Behave in a professional manner.
- Do not damage private or communal property.
- Obey the rules and regulations of the venue.
- Promptly report any behaviour that makes you or others feel uncomfortable to the nearest Adminovate team member.

Inappropriate Behaviour—Harassment, Aggression, and Intimidation

- Harassment, aggression, and intimidation are hurtful and interfere with another person's experience and participation in our Conference. These behaviours are unacceptable.
- These behaviours can be related to, but not limited to: race, colour, religion, ethnicity, national origin or ancestry, medical conditions, age, body size, sexual orientation, gender (including pregnancy, childbirth, breastfeeding, or related situations), gender identity or presentation or differing physical or mental abilities.
- Inappropriate behaviour can take many forms such as slurs; jokes; derogatory statements; foul or obscene language; offensive clothing; leering; stalking; staring; gestures; pictures, drawings or cartoons; violating personal space by impeding or blocking another person's movement or otherwise physically interfering with them; harassing photography or recordings; unwanted or offensive letters or poems; offensive email or voicemail messages; or social media postings.

Consequences of Inappropriate Behaviour

- Inappropriate behaviour will not be tolerated. If asked to stop behaving inappropriately, you should comply immediately.
- Adminovate reserves the right to refuse entry to or remove any party from the event at any time. All determinations are at the sole discretion of Adminovate, and the decision of the leading Adminovate representative will be final.
- Severe breaches of this Conference Code of Conduct may result in disqualification from participating in future events.

- Individuals expelled due to violating this Conference Code of Conduct will not be eligible for a refund or other consolation.

What to Do about Inappropriate Behaviour

If you witness or are subjected to inappropriate behaviour or have any other concerns, notify an Adminovate team member as soon as possible.

If you have questions regarding this Conference Code of Conduct or its implementation, please contact any of the Adminovate team members below or contact the team member on the registration desk of the conference.

Adminovate Team Members:

Alan Meaney | Mobile: 087 767884 | Email: alan@fundrecs.com



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