

IRISH MUSEUMS ASSOCIATION

EVENTS ADMISSION POLICY

The Irish Museums Association aims to foster a welcoming, professional and productive environment at all events held by the Irish Museums Association, including those organised in collaboration with partners and held in locations not managed by the Irish Museums Association or online.

To assist us in achieving this, the following measures are in place:

- For all our *free* events we build in a percentage of no-shows, therefore a ticket or registration confirmation is not a guarantee of admission. Please arrive on time to optimise your chance of a place.
- Late arrivals may not be admitted if the event is already in session.
- Admission fees will not be refunded outside of the cancellation period.
- Mobile phones must be set to silent.
- The use of recording equipment is not permitted without prior permission being granted in writing.
- Children must be accompanied by an adult.
- The Irish Museums Association reserves the right to refuse admission

CODE OF CONDUCT

The IMA is committed to promoting a culture of dignity and respect and wellbeing for all. Inappropriate and/or disruptive behaviour, direct or indirect, whether verbal, physical or otherwise, is unacceptable and will not be tolerated.

Attendees are asked to act in accordance with instructions of the Chair and/or facilitators at all times, to ensure a participative and constructive meeting and a diversity of contributions. Anyone asked to stop engaging in unacceptable behaviour must comply immediately. Failure to comply will result in request to leave the premises or platform and further action may be taken as appropriate, including making a report to the relevant authorities.

The IMA defines harassment as including, but not limited to, the following:

- Violence and threats of violence.
- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm.
- Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, civil or family status, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, religion, or socio-economic status.
- Gratuitous or off-topic sexual images or behaviour in spaces where they are not appropriate.
- Posting or threatening to post other people's personally identifying information ("doxing").
- Deliberate misgendering or use of "dead" or rejected names.
- Inappropriate photography or recording.
- Physical contact or simulated physical contact without affirmative consent.
- Unwelcomed sexual attention.
- Deliberate intimidation, stalking or following (online or in person).
- Sustained disruption of events, including talks and presentations.
- Advocating for, or encouraging, any of the above behaviour.

Bullying is defined as any behaviour or action (whether physical, verbal or non-verbal) that is offensive, intimidating, malicious or insulting intended to undermine, humiliate, denigrate or injure the recipient. It also includes an abuse or misuse of power, deliberately setting an individual up to fail and unjustified intimidation.

In addition to the examples listed for harassment above, bullying may also include but is not limited to:

- Shouting in public
- Persistent or unfair criticism
- Ostracising people
- Physical or psychological threats and instilling fear
- Spreading malicious rumours
- Constantly undervaluing effort/achievement
- Withholding information

Attendees should also be sensitive to 'cross-posting' on social media by not sharing any information from chat areas or shared by attendees generally without their consent. They should also make every effort to use inclusive language and avoid use of sexist or ableist terms.

REPORTING UNACCEPTABLE BEHAVIOUR

If you are subjected to any of the above behaviour, notice that someone else is being subjected to said behaviour, or have any other concerns relating to unacceptable behaviour, please follow these steps:

1. Directly let the person know that what they did is not appropriate and ask them to stop.
2. That person should immediately stop the behaviour and correct the issue.
3. If this does not happen, or if you are uncomfortable speaking up, notify IMA staff as soon as possible.
4. An IMA staff member will immediately address the issue and take further action.

The IMA will take steps to ensure you are safe and cannot be overheard when making a report and will handle it as respectfully as possible. Your report will be treated confidentially and anonymously by staff and organisers.

GDPR

By registering for an IMA event, delegates give consent to personal data processing.

Delegates have the right to access data held by the IMA relating to them, to be informed about the existence and the extent of data processing, to rectify incorrect personal data as the case may be and to oppose further processing on serious and legitimate grounds.

You can freely withdraw your consent at any time by contacting the IMA on office@irishmuseums.org. In that case, all processing operations that were based on your consent and took place before the withdrawal of consent remain valid.

Events may be audio and video recorded and/or live broadcasted through web streaming. When attending an IMA event you agree on the collection and on the processing of your personal data and on the

publication of the audio and video recordings and/or web streaming. Depending on the type of event, publication of the recordings might be on a publicly available website or on an access-restricted site.

If you do not agree with your image or voice being recorded and published, please use the possibility to opt out by contacting the IMA on office@irishmuseums.org. In this case, and depending on available recourses, the organiser may offer an alternative room or, in case of unavailable recourses, you will be seated in a designated part of the meeting room where there is no filming, or edited from the final recording.

Document V2 revisions:

V2.1, August 2021: Inclusion of GDPR rights, to include recordings of events

V2.1 February 2021: additions related to definition of harassment and bullying, reporting unacceptable behaviour and reference to online events.