

# 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 and 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 to Irish Museums Association events.

## CODE OF CONDUCT

The IMA is committed to presenting a harassment-free event for everyone. 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're 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.

Attendees should be sensitive to 'crossposting' 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 unacceptable behaviour, notice that someone else is being subjected to unacceptable behaviour, or have any other concerns, 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.

Last revised: February 2021, with additions related to definition of harassment, reporting behaviour and reference to online events.