

## EXTERNAL SPEAKER CODE OF CONDUCT

(This should be provided to External Speakers PRIOR to an event)

### INTRODUCTION

Thank you for agreeing to be a guest speaker at The STC Group( STC ) and offering to speak to our staff and/or our learners/clients/young person's participating at STC . As a guest of the company, we will ensure that when you arrive at our premises you sign in, that a representative of STC is present to greet you and accompany you during your presentation/activity at STC .

In accordance with our policies and procedures, we also ask that in the event that a STC participant contacts you following your presentation, that you notify Sara Goldie , Lead Designated Safeguarding Officer at the STC immediately. Our learners/clients/young people are aware that they are not permitted to give guest speakers their names, addresses or home numbers, and to do so would be a breach of the company's policies.

This code of conduct exists to ensure that all speakers taking part in a STC branded, hosted or run event or activity, on one of its premises or elsewhere, act in accordance with STC 's External Speaker Code of Conduct.

STC recognises the requirement to protect Freedom of speech whilst also ensuring that any visiting speaker does not break the law or breach the lawful rights of others. STC has a duty to protect staff, learners, clients, young people and visitors from hate crimes, harassment, defamation, breach of human rights, unfair treatment, breach of the peace and terrorism whilst they are at a STC branded event.

In addition, STC must also consider legislation around Health and safety law, ( Martyn's Law) public meetings, public processions/assemblies and public order and data-protection which must be considered when allowing an event to go ahead.

### CONDUCT

STC expects visiting speakers to act in accordance with the law and not to breach the lawful rights of others.

Set out below are some examples of the company's expectations. It should be noted that this list is not exhaustive, and the company reserves the right to refuse or halt an event at any time if the speaker's conduct or motives are called into question.

- Speakers must not incite or spread hatred, intolerance, violence or call for the breaking of the law
- Speakers must be careful not to discriminate against, harass or insult any person or group on the basis of their faith, race, nationality, sex, age, religious beliefs or sexual orientation.
- No speaker should encourage, glorify or promote any acts of terrorism, including any individual, groups or organisations that support such actions .

- Visitors are not permitted to raise or collect funds for any external organisation or cause without express permission of STC.

When visiting the companies' premises Speakers must also

- Comply with STC's policy on External Speakers.
- Comply with STC's approach to safeguarding all staff and participants-adults and young people.
- Comply with STC's values and consider its commitment to dignity & respect.
- Allow and encourage challenge and debate on opinions and ideas put forward.
- Abide by STC's Health & Safety policy.

I hereby confirm I have read The STC Groups external speakers code of conduct, and will abide by their requests:

Full Name	Signature	Date of visit/event	Group/class visiting	STC host