

SAFETY AND INCLUSIVITY STATEMENT

At Fantom we are pleased that the events we provide are a **safe space** for all those who attend, whether they are attendees, crew or guests. The great thing about a show like *Doctor Who* is that we can come together through a mutual love, regardless of race, sexuality, gender, disability and have a common platform through which to communicate and enjoy each other's company.

We present very relaxed and enjoyable events where everyone's safety physically and/or mentally is paramount. The crew are friendly and approachable (and a mixture of genders and ages); and should anyone be feeling uncomfortable or have an issue to raise then there is no barrier in coming to talk to us and the appropriate action will be taken.

CODE OF CONDUCT

This Code of Conduct has been written to set clear expectations of attendee behaviour at our events.

- We do not tolerate unacceptable behaviour towards delegates, exhibitors, contractors or staff in any form.
- Unacceptable behaviour includes, but is not limited to, intimidating, harassing, abusive, aggressive, discriminatory, derogatory or demeaning conduct by any participant at our events in person or online.
- Harassment includes offensive comments or statements related to gender, age, sexual orientation, race, religion or disability; the display or dissemination of sexual images; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact; and unwelcome sexual attention.
- Be kind to others, respect each other and look out for each other.
- Do not film or photograph delegates without their explicit approval.
- Respect other people's property.
- Respect the venue rules and regulations.

Reporting an incident

Fantom will investigate all incidents reported at an event with discretion and confidentiality. Where appropriate Fantom will inform third parties such as the venue management and / or official bodies such as the police if it is deemed appropriate. Fantom reserves the right to bar any person who violates our Code of Conduct from attending the Fantom events in its entirety or in part, and any future Fantom events.

If you would like to report an incident at a Fantom Event:

Inform a crew member. All of our staff are informed of the code of conduct policy and guide for handling harassment at the conference.

Provide details of the incident (preferably in writing) to a crew member. All reports are confidential. Please do not disclose public information about the incident until the staff have had sufficient time in which to address the situation. This is as much for your safety and protection as it is the other attendees. When reporting the incident to staff, try to gather as much information as available but do not interview people about the incident. Staff will assist you in writing the report/collecting information. The important information consists of:

- 1) Identifying information (name) of the participant(s) involved
- 2) The behaviour that was in violation of the Code of Conduct
- 3) The approximate time of the behaviour (if different than the time the report was made)
- 4) The circumstances surrounding the incident, and if there were any witnesses to this behaviour

If you have any questions regarding this code of conduct please feel free to email us through the website.