

APT CODE OF CONDUCT

Guideline 20 (MC-47, Bangkok, 2023)

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APT Code of Conduct

The Code of Conduct requires that all participants in connection with APT meetings or events, whether virtual, hybrid or physical, must observe professional, respectful and responsible conduct at all times, bearing in mind zero tolerance on discrimination or intimidation against cultural, ethnic, religious and gender differences to facilitate a safe and inclusive environment.

Guidelines for implementation

Purpose

The APT is committed to enabling meetings/events at which everyone can participate in an inclusive, respectful and safe environment.

All participants in APT meetings/events are expected to behave with integrity, professionalism and respect towards all participants of any APT meeting/event, noting that there is zero tolerance for harassment in any form.

Applicability

The Code of Conduct applies to any APT meetings/events, whether virtual, hybrid or physical.

The Code of Conduct applies to all participants at an APT meeting/event, including all persons attending or involved in any capacity in an APT event.

The APT commits to implementing the Code of Conduct.

The APT Code of Conduct is not legal or prescriptive in nature. It supplements and does not affect the application of other relevant policies, regulations, rules and laws, including laws regulating the premises in which an APT meeting/event takes place.

Prohibited conduct

Harassment is any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment in any form because of cultural, ethnic, religious, gender differences or any other reason is prohibited at APT meetings/events.

Complaint process

A participant who feels that they have been harassed at an APT meeting/event may report the matter (verbally or in-writing) to the Secretary General of the APT and/or Office Bearers of the meeting. A participant who witnesses such harassment may also report to the Secretary General of the APT and/or Office Bearers of the meeting (verbally or in-writing).

If required, the Secretary General of the APT in consultation with the Office Bearers of the APT meeting/event will be expected to take appropriate action against participants who fail to observe the APT Code of Conduct, in accordance with the following:

- The Secretary General of the APT in consultation with the Office Bearers of the APT meeting/event will warn the person/s to cease the offending behavior, physical or verbal.
- If the behavior persists, the aforementioned representatives will contact the employer or entity with jurisdiction over the participant and convey a report of the situation, and request the employer/entity to warn the person/s to cease the offending behavior and take appropriate follow-up action.
 - The appropriate follow-up action for the entity/employer may include, but is not limited to:
 - asking the person/s to leave the meeting
 - progress the complaint as per the employer/entity's internal procedures.

Prohibition of retaliation

Threats, intimidation or any other form of retaliation against a participant who has made a complaint or provided information in support of a complaint will not be tolerated.