

# Code of Conduct: Make UK events

As a member of Make UK staff, a Make UK member company, or a registered delegate attending a Make UK event, the following guidance sets out how we can all have a successful and enjoyable event. Every attendee is responsible for his/her/their own language and behaviour and must treat others with dignity and respect. This code relates both to conduct in person and online, including via social media.

All event attendees are asked to conduct themselves professionally and ethically at all times. All attendees should refrain from any activity which could bring Make UK or the UK manufacturing sector into disrepute.

Where alcohol is served we encourage responsible consumption as appropriate for a professional event and in keeping with the high standards set out in this Code of Conduct. Make UK also has a zero tolerance approach to the use of illegal substances. Anyone suspected of possessing or using such substances will be asked to leave and will be reported to the police.

Should you have any concerns about the conduct of any attendee at a Make UK event please raise this immediately with our **designated responsible individual**.

This will be a member of Make UK staff. Should you need assistance please ask any member of Make UK staff to direct you confidentially to the designated responsible individual at any time. If for whatever reason you are not able to raise your concerns at the event it is not too late to contact us afterwards, at any point. We would ask you to contact us via Make UK HR [Centralhr@makeuk.org](mailto:Centralhr@makeuk.org) so that we can investigate and take any necessary action. If you disclose information in accordance with this policy, wherever reasonably practicable we will keep your identity confidential.

Make UK reserves the right to decline admittance or request an individual leaves an event if that person is not acting in accordance with this conduct guide at any time. Make UK also reserves the right to share any relevant information about event conduct with a member company if necessary.

**Last reviewed: May 2023**

**Due for review: May 2025**