

Public Fundraising Symposium | Creating a Respectful Space Together

Behaviour Guidelines for a Safe and Positive Event

Why This Matters

The Public Fundraising Symposium brings together people from across the fundraising sector. We want everyone - speakers, sponsors, fundraisers, charities, agencies, and guests - to feel safe, respected, and welcome.

PFRA values fundraising that is ethical, respectful, and inclusive. These guidelines help ensure everyone can participate positively and safely.

Our Core Principles

- **First, do no harm.** Everyone has the right to a safe and respectful environment at PFRA events.
- **Listen and act with respect.** Honest, open discussions are encouraged but must remain professional and considerate.
- **We take all concerns seriously.** If something goes wrong, we will act fairly and promptly.

Expected Behaviour

All attendees at the Public Fundraising Symposium must:

- Treat others with respect, dignity, and kindness.
- Act professionally and maintain appropriate boundaries.
- Use respectful, inclusive language and avoid offensive, discriminatory, or inappropriate remarks or actions.
- Respect personal space and seek consent in all interactions.
- Exercise good judgment and moderation if consuming alcohol.
- Obtain consent before taking or sharing photos or videos of others.

Note: These expectations align with Aotearoa New Zealand's **Human Rights Act 1993**, which protects individuals from discrimination on grounds such as gender, race, age, disability, religious belief, sexual orientation, and more.

What's Not OK

We will not tolerate:

- Harassment or discrimination based on any protected characteristic under the **Human Rights Act 1993** or any other grounds.
- Sexual harassment, including unwanted sexual remarks, attention, or advances.
- Bullying or intimidation—whether in person or online.
- Unwanted comments about someone's lifestyle, beliefs, or appearance.
- Overconsumption of alcohol that affects professional behaviour.
- Use or possession of illegal substances at any PFRA event.

Responsible Alcohol Use

We understand that networking and socialising are a valuable part of the event experience. If alcohol is served:

- We encourage moderation and responsible drinking at all times.
- Please be mindful of how alcohol may impact your behaviour and interactions with others.
- Drinking is entirely optional, and we ask everyone to respect those who choose not to drink.
- Any behaviour affected by alcohol that impacts others' comfort or safety will be addressed under these guidelines.

Photography & Social Media

Always ask for permission before taking or sharing photos or videos that include others. Consent from speakers will be sought before their sessions begin.

After-Hours Events & Networking

If you're staying at the venue or attending after-hours activities (including informal networking):

- Be considerate of others' need for rest and privacy.
- Keep noise levels low.
- Maintain professional behaviour and appropriate boundaries at all times.

Sponsors & Partners

All sponsors and partners must follow these guidelines. If a complaint is made about a sponsor or partner's representative, PFRA may review sponsorship arrangements and take appropriate action.

When Behaviour Falls Short

We take breaches of this policy seriously:

- You may be asked to stop inappropriate behaviour immediately.
- You may be removed from the event (without refund) and may be excluded from future PFRA events.
- Serious incidents may be referred to the Police or other relevant agencies, with the consent of the person affected.

We encourage good-faith reporting. Deliberate false or malicious reports will not be tolerated.

How to Raise a Concern

If you experience or witness inappropriate behaviour, we encourage you to raise it—either during or after the event.

Ways to Report:

- **In-person:** Speak to any PFRA staff member, event organiser, or Board member. If you're unsure who to approach, please visit the registration desk or ask an event volunteer for assistance.
- **By email:** Send a confidential email to **info@pfra.org.nz** (please use the subject line: *Confidential – Behaviour Concern*).

We will:

- Listen to your concern respectfully.
- Handle the matter sensitively and confidentially.
- Discuss appropriate next steps with you (this could include mediation, a warning, or further investigation, depending on the nature of the issue).

Before You Attend

By participating in the PFRA Symposium, you confirm that you:

- Understand and agree to follow these Behaviour Guidelines.
- Accept that PFRA may take action if guidelines are not followed.

Final Note

These guidelines are here to support a safe, respectful, and welcoming environment for all, reflecting the values of New Zealand's fundraising community.