



The Institute of Quarrying
Australia

Education • Training • Networking • Events

THE EXTRACTIVE & ASSOCIATED INDUSTRIES



IQA Master of Ceremonies (MC) Code of Conduct

1. Purpose and scope

This MC Code of Conduct sets clear expectations for the behaviour and professional standards of all Masters of Ceremonies (MCs) engaged at the IQA events, including the IQA National Conference, plenary, breakout and social program MC roles.

It sits alongside the [IQA Member Code of Conduct and Code of Conduct & Ethics Policy](#) and applies to MCs who are members and non-members alike.

2. Commitment to the IQA values

MCs must conduct themselves in a manner that reflects the IQA's commitment to a safe, respectful, inclusive and professional environment, free from discrimination, harassment, bullying and sexual misconduct.

MCs acknowledge that they play a visible leadership role in modelling appropriate standards of language, and behaviour at all times during the conference, including social and networking events.

3. Professional language and contemporary standards of behaviour

MCs must:

- Use professional, contemporary and inclusive language that is free from sexist, racist, ableist, homophobic, transphobic, ageist or otherwise discriminatory terms or stereotypes.
- Avoid jokes, anecdotes or remarks that could reasonably be perceived as belittling, demeaning or offensive, even if not intended to cause harm.
- Avoid comments of a sexual nature, including sexual innuendo, remarks about appearance or body, or references to sexual activity or relationships.
- Be mindful of power dynamics, cultural differences and diversity in the audience and on stage when choosing language, humour and examples.

4. Respectful interaction with speakers and participants

MCs must:

- Treat all speakers, panellists, sponsors and delegates with courtesy, dignity and respect.
- Use correct names, pronouns, titles and organisational affiliations, and seek clarification in advance where uncertain.
- Manage time in a fair and transparent way, including introducing and closing sessions respectfully and without ridicule or undue pressure.

- Avoid putting speakers or participants on the spot with questions or commentary that may embarrass, intimidate or disparage them.

5. Willingness to intervene and uphold standards

MCs are expected to actively support a safe and respectful conference environment by:

- Being prepared to step in if a speaker, panellist or audience member uses inappropriate language, examples or behaviour (for example, discriminatory, harassing, sexually suggestive or otherwise offensive content).
- Using calm, professional wording to redirect or stop inappropriate content (e.g. briefly intervening, reframing the question, moving the discussion on, or calling a short pause if needed).
- Immediately alerting the designated the IQA staff member where behaviour may amount to harassment, sexual misconduct, bullying or other serious breaches.
- Following any instructions from the IQA representatives regarding how to manage or discontinue a session where standards of conduct are not being met.

6. Alcohol, social functions and online activity

MCs must:

- Exercise good judgment at social functions associated with the conference, including moderating alcohol consumption so that professional standards can be maintained.
- Avoid any conduct that could reasonably be perceived as harassment, sexual misconduct or misuse of position at social events or informal gatherings.
- Ensure any online facilitation (e.g. hybrid Q&A, chat moderation, social media engagement in an MC capacity) is moderated in line with this Code, including intervening where inappropriate content is shared.

7. Conflicts of interest and impartiality

MCs must:

- Disclose any actual, potential or perceived conflicts of interest related to specific sessions, speakers or sponsors to the IQA prior to the event.
- Manage introductions and Q&A impartially, and avoid using the MC role to promote personal, commercial or organisational interests beyond agreed sponsor acknowledgements.

8. Compliance, reporting and consequences

MCs agree to:

- Familiarise themselves with, and comply with, the [IQA Member Code of Conduct, Code of Conduct & Ethics Policy](#), and any event-specific behaviour or sexual misconduct policies provided.
- Cooperate with the IQA in any review or inquiry into concerns raised about conference conduct.

- Acknowledge that breaches of this MC Code of Conduct may result in immediate removal from the MC role, being asked to leave the event, non-payment of remaining fees (where applicable), and/or reporting to their employer or professional body, as appropriate.

IQA MC Code of Conduct Acknowledgement and Agreement

Acknowledgement and Agreement

I have read, understood, and agree to comply with the IQA MC Code of Conduct in full. I acknowledge that this Code forms part of my engagement terms with the Institute of Quarrying Australia (IQA) and that any breach may result in immediate removal from my MC duties, non-payment of fees, and other consequences outlined in the Code.

Signed: _____

Full Name: _____

Date: _____

Organisation (if applicable): _____