



The Institute of Quarrying  
Australia

**Education • Training • Networking • Events**

THE EXTRACTIVE & ASSOCIATED INDUSTRIES



## Speaker Code of Conduct - IQA Events

### 1. Purpose and scope

This Speaker Code of Conduct sets expectations for all presenters, panellists, facilitators and workshop leaders (“speakers”) at the IQA events, including technical, plenary and sponsored sessions.

It complements the [IQA Member Code of Conduct](#), [Code of Conduct & Ethics Policy](#) and event terms and conditions.

### 2. Professional and ethical standards

Speakers must:

- Act honestly, in good faith and in a manner that upholds the reputation of the IQA and the quarrying industry.
- Present information that is accurate to the best of their knowledge, appropriately evidence-based and compliant with competition and consumer law (including avoiding misleading or deceptive claims).
- Respect confidentiality and intellectual property rights, and obtain necessary permissions for third-party material, images or case studies.

### 3. Respectful, inclusive and contemporary language

Speakers are required to:

- Use contemporary, respectful and inclusive language in all presentations, panel contributions and Q&A interactions.
- Avoid discriminatory, demeaning or stereotyped language about individuals or groups, including on the basis of gender, sex, sexual orientation, gender identity, race, ethnicity, culture, disability, age, religion, political belief or employment status.
- Avoid sexualised language, sexual jokes, commentary on appearance or personal lives, and any content that could reasonably be interpreted as sexual harassment or misconduct.
- Ensure images, videos and examples used in slides or handouts do not contain explicit, violent, demeaning or otherwise offensive content, unless specifically agreed with the IQA for educational purposes and accompanied by clear context and warnings.

### 4. Content appropriateness and safety

Speakers must:

- Ensure that case studies, scenarios and humour are appropriate for a diverse professional audience and do not normalise or trivialise unsafe, unethical or unlawful conduct.
- Not glorify or encourage unsafe work practices, breaches of environmental obligations, or disregard for regulatory requirements.
- Clearly distinguish between personal views and organisational or the IQA positions where relevant.
- Follow any guidance provided by the IQA regarding content that may be sensitive (for example, mental health, serious incidents, or sexual misconduct), including the use of trigger warnings where appropriate.

## **5. Interaction with delegates and other speakers**

Speakers are expected to:

- Treat delegates, panellists, MCs, sponsors and the IQA staff with courtesy and respect at all times.
- Encourage constructive, evidence-informed discussion and avoid personal attacks, ridicule or adversarial behaviour during Q&A or panel sessions.
- Listen to, and comply with, directions from the MC or session chair about timing, format and handling of questions.
- Be receptive to feedback if advised that language, images or examples are inappropriate or causing discomfort, and adjust immediately.

## **6. Responsibility to support a safe environment**

Speakers acknowledge their role in supporting a safe conference environment by:

- Refraining from any behaviour that could constitute bullying, harassment, discrimination or sexual misconduct at sessions, networking functions or related social events.
- Being willing to redirect conversation or discourage inappropriate comments from the audience, and alert the MC or the IQA staff if they observe concerning behaviour.
- Cooperating with the IQA if concerns are raised about their conduct or session content, including participating in any follow-up discussions.

## **7. Conflicts of interest and commercial content**

Speakers must:

- Declare any actual, potential or perceived conflicts of interest relating to their presentation (for example, commercial relationships, sponsorships, or product affiliations).
- Ensure that presentations are primarily educational and informative; any promotional content must be transparent, proportionate and consistent with the IQA's sponsorship and marketing guidelines.
- Not make disparaging comments about competitors or other organisations, or engage in anti-competitive conduct.

## 8. Logistics, accessibility and cooperation

Speakers agree to:

- Meet agreed deadlines for submission of titles, abstracts, bios and presentation materials, to support program planning and accessibility requirements.
- Work with the IQA to ensure slides and materials are accessible (e.g. readable fonts, good colour contrast, minimal clutter, clear labelling of graphs and images).
- Comply with venue safety rules and any instructions from the IQA or the venue relating to health and safety.

## 9. Compliance, reporting and consequences

Speakers acknowledge that:

- The IQA may review content in advance and request changes where it considers material to be inconsistent with this Code of Conduct or with the IQA policies.
- The IQA may intervene during a session, modify the format, or discontinue a presentation where serious concerns arise about content or behaviour.
- Serious or repeated breaches of this Speaker Code of Conduct may result in removal from the program, being asked to leave the event, non-invitation to future IQA events and, where appropriate, notification to their employer or professional body.

### **IQA Speaker Code of Conduct Acknowledgement and Agreement**

Acknowledgement and Agreement

I have read, understood, and agree to comply with the IQA Speaker Code of Conduct in full. I acknowledge that this Code forms part of my speaker agreement with the Institute of Quarrying Australia (IQA) and that any breach may result in session discontinuation, removal from the program, non-payment of fees and other consequences outlined in the Code.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Organisation: \_\_\_\_\_