

1) INTRODUCTION

(Add as appropriate for your organisation)

2) SOME GENERAL PRINCIPLES

This course possesses the potential to uphold and strengthen the values of diversity. It seeks to combine respect for others whilst responding to questions about our faith. It can be of great value to XXXX (your company) as it helping to increase communication, dispel ignorance and clarify misgivings. The basic principles of diversity are therefore to be both recognised and upheld throughout. With this in mind the following key points are to be considered as paramount:

- a) Respect: all participants shall be treated with respect regardless of personal opinions expressed. Personal privacy shall be honoured at all times.
- b) Humility: all participants shall be treated with courtesy and esteemed better than ourselves. There shall be no expression of condemnation or judgement towards any individual.
- c) Courtesy: all participants shall be accorded the opportunity to speak and their views and opinions treated without disparagement or condescension.
- d) Gentleness: all participants shall receive encouragement and compassion and there shall be no compulsion on any individual to accept teaching or doctrine at any level.

3) TRAINING

All Course Leaders shall be expected to undergo some form of training. It is recommended that:

- The Senior course leader should have attended an appropriate seminar/workshop/conference course
- The Senior course leader should have previous experience of at least one similar course
- All course leaders should participate in formal preparation such as watching training DVDs prior to running a course
- All course leaders should be familiar with and agree to abide by the requirements of this policy document

4) PUBLICITY

The use of publicity shall be limited to XXXX (intranet, posters, word of mouth, email)

The course shall not be promoted in an aggressive or intimidating manner. It will be

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considered appropriate to discuss it only if appropriate to the context of a conversation.

5) DURING THE COURSE

The course content shall be provided by the talk or DVD. There will be no additional teaching or preaching. The discussion after the talk shall offer all participants the opportunity to be heard; dissenting opinions shall be respected.

The discussion will be conducted in a facilitative manner. There shall be no intimidation; those who participate in an aggressive or hostile manner will be gently encouraged to give space to others. In line with the general principles outlined above, respect shall be shown to all.

The discussion shall end on time, recognising the need for participants to return to their work.

6) HANDLING QUESTIONS

Questions raised should be answered by the group members within the discussion group itself. Direct questions to the group facilitator will be redirected so as to involve the whole group. However, when asked a direct question which absolutely requires an answer from the facilitator, the following shall be observed:

- a) No answer given shall imply criticism or condemnation of any participant.
- b) Answers given shall be factually correct wherever possible; uncertainty shall always be acknowledged.
- c) Discernment shall be employed as to the reason for the question; if raised purely for controversy or confrontation, an answer need not be offered.

7) PRAYER

Some basic guidelines follow;

- a) Prayer shall never be imposed on any course participant; it shall take place only with consent.
- b) No participant shall be touched physically without first obtaining consent; to place a hand on the head or shoulder shall be the limit.
- c) Prayer shall in no way imply criticism or condemnation of the participant.
- d) Men shall pray for men; women for women.