

General Policy G12a - External Speaker and Events (including Speaker Code of Conduct)

1. Policy Statement

SAE Education Limited (SAE Institute UK) is committed to providing a collaborative and collegial educational environment. To maintain this position, and as part of an ongoing process of building and maintaining a national and global community that prides itself on diversity and experience, we regularly welcome visiting speakers (in person and virtually) from across the nation and the world to present at our UK campuses located in Glasgow, London, Liverpool and Oxford.

This policy and code of conduct exists to provide guidance of legal obligations relating to external speakers at SAE Institute UK, and to ensure that all speakers taking part in an event or activity, on an SAE Institute UK campus or elsewhere in relation to SAE, act in accordance.

1a. Associated Policies

- G11 - SAE Institute UK Prevent Policy

2. Freedom of Speech

Freedom of speech is fundamental to SAE Institute UK as a creative Higher Education Institute. The Education Act (No 2) 1986 requires the Institute to take such steps as are reasonably practicable to ensure that freedom of speech, within the law, is secured for its employees, students and visiting speakers. All staff and students through their membership are expected to tolerate and protect the expression of opinions, within the law.

Whilst the law promotes and protects freedom of speech, it also places limits on those freedoms in order to maintain public order and safety. SAE Institute UK acknowledges that it has a legal responsibility to create a balance between minimising the possibility that extremism or unlawful conduct will arise on an SAE campus and ensuring that it meets its legal obligations in relation to securing freedom of speech.

SAE Institute UK also abides by Human Rights Act of 1998, in which public bodies have to comply with the rights set out in the European Convention on Human Rights (ECHR). This includes Article 10, which protects the right to freedom of expression and states;

- Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public

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authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises;

- The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

SAE Institute UK also abides by the rights afforded through the Education Reform Act 1988 in relation to Academic Freedom. These freedoms are inherent to our core values and as such are interwoven into our Code of Conduct policies.

3. Purpose

The tenets of Academic Freedom, and freedom of speech in relation to this policy will be upheld so far as it is lawful, legitimate and where our duty in relation to the aforementioned policies, including the Counter Terrorism and Security Act 2015, allows it. Therefore, the protection of freedom of speech does not extend to provide a platform for external speakers, or events that speak derogatorily or offensively or with intolerance.

Furthermore, protection will not be afforded to any speaker or event that promotes intimidating behaviour, or with any intention to incite hatred (hate speech) or endorse terrorist groups and encourage radicalisation or violent extremism.

The purpose of this policy is to set in place a governing framework for visiting speakers, so as to maintain an open and dynamic dialogue with SAE Institute UK and external collaborations, while being mind-full of legislative developments, and our duty to safeguard staff and students.

4. Scope

This policy applies to all external speakers collaborating with SAE Institute UK, in person or virtually.

5. Assessment of Proposed External Speaker(s)

The responsibility for external speakers rests with the event organiser, who with the assistance of Campus Directors, the National Events Coordinator and Campus Recruitment Officers,

coordinate external speakers, events, and their respective publicity. Any student and staff member can propose an external speaker or an event by submitting an External Speaker Referral Form.

Prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following criteria (below) and details submitted via the External Speaker referral submission form (attached). This should be completed at least 28 days prior to the event (further information can be requested if necessary, this includes materials and copies of slides used to present);

- Has the speaker previously been prevented from speaking at SAE Institute UK or at another Higher Education provider or similar establishment, or previously been known to express views that may be in breach of the External Speaker Code of Conduct;
- Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct;
- Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?

If the answer to all three questions is NO: The event organiser will confirm the external speaker/event. NB - It is required that the external speaker be sent a copy of the External Speaker Code of Conduct (as below) and sign a declaration form (as below)

If the answer to any of the questions is unclear: The event organiser must seek guidance from their line manager and respective Campus Director, whose responsibility it will be to further review the speaker(s) against the questions above and information submitted via the External Speaker referral submission form.

Ultimately, if the answer to any of the questions is YES: It is the responsibility of the event organiser to submit the original referral to the respective Campus Director, UK General Manager, and Dean UK at least 28 days prior to the event for approval/denial. The UK General Manager will seek advice from the Regional Prevent Coordinator before reaching any decision.

6. Managing external speakers

Any external speaker or event to be hosted by or at an SAE Institute UK campus, in person or

virtually, must be aware of, and comply with, the External Speaker Code of Conduct. It is the responsibility of the person who is organising the event to ensure that the speaker receives the External Speaker Code of Conduct and has their attention drawn to its contents, and the declaration of acknowledgement is signed and returned for retention.

7. Complaints Procedure

In the event that an individual (staff, student or external visitor) considers there to have been a breach of this policy or the External Speakers Code of Conduct, they may refer to policy G07 Non-Academic Grievance to follow SAE's internal complaints procedure.

8. Approval and Review

The External Speaker and Events Policy and approval process will be continually reviewed and updated in response to legislative changes and other factors. It is the responsibility of those organising events to ensure that they are acting in accordance with the most recent version of the Policy, which will be published by SAE on its website.

9. SAE Education Limited External Speaker Code of Conduct

SAE Institute UK expects external speakers to act in accordance with the law and not to breach the lawful rights of others. Set out below are examples of the expectations, this is by no means an exhaustive list.

During the course of the event, **no speaker shall:**

- Incite hatred, intolerance or violence or act in any way that is a breach of the Criminal Law.
- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism.
- Discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age.
- Defame any person or organisation.
- Raise or gather funds for any external organisation or cause without express permission of the respective Campus Director.

SAE Institute UK reserves the right to not permit an external speaker to speak at or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers

there may be a breach of the External Speaker and Events Policy or of any legal obligation. Any views expressed at an event may be escalated following Prevent reporting protocols.

Segregation

SAE Institute UK as a Higher Education provider, employer and service provider has duties under the Equality Act 2010. SAE Institute UK will not unlawfully discriminate against students, employees and other individuals to whom services are provided.

Segregation by sex or gender is not permitted in any academic meetings or at events, lectures or meetings provided for students, or at events attended by members of the public or employees of the Institute. Segregation is therefore not permissible for any event covered by the External Speaker and Events Policy and this Code of Conduct.

10. Policy History

Last Review: April 2021

Policy Review Date: April 2022

Appendix 1. External Speakers Declaration Form

I, (print name)have read and understood the expectations and requirements outlined in the SAE Education Limited External Speaker Code of Conduct, particularly, during the course of the presentation, **no speaker shall:**

- Incite hatred, intolerance or violence or act in any way that is a breach of the Criminal Law
- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism
- Discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age
- Defame any person or organisation
- Raise or gather funds for any external organisation or cause without express permission of the respective Campus Director

Date:.....

Signed.....