

# Code of Conduct

*Guild of Nerds*



## ***Table of Contents***

Overview.....	2
Section 1: Code of Conduct.....	2
Section 2: Lesser and Major Offenses.....	4
Major Offences.....	4
Lesser Offenses.....	5
Section 3: Consequences for Misconduct.....	7
Section 4: Reporting System for Misconduct.....	8

## **Overview**

The Guild of Nerds is a volunteer-run organisation dedicated to serving the cosplay community both online and at events. Our mission is to foster a thriving and inclusive cosplay community. This Code of Conduct applies to all Directors, Members, and Volunteers of the Guild, and outlines the expectations for behaviour while participating in Guild activities or representing the organisation.

## **Section 1: Code of Conduct**

### **1.1 [Cosplay is Not Consent](#)**

The principle of [Cosplay is Not Consent](#) is the foundation of this Code of Conduct. Any behaviour that violates this policy, such as harassment or inappropriate physical contact, is considered a major breach.

### **1.2 Professionalism and Respect**

All members of the Guild are expected to treat others with respect, kindness, and dignity, both within and outside the organisation. When representing the Guild, professionalism is paramount.

### **1.3 Confidentiality**

Members and Volunteers may have access to sensitive or non-public information. Sharing such information, including personal details, event plans, or private photos, without authorisation is a breach of conduct.

### **1.4 Harassment-Free Environment**

Harassment of any kind will not be tolerated. This includes unwanted, unwelcome, or offensive behaviour that demeans, threatens, or offends others, creating a hostile environment. Harassment includes mistreatment based on gender, sexual orientation, race, religion, body type, or other personal attributes.

### **1.5 Threats and Doxxing**

Threatening behaviour toward anyone - whether Members, Volunteers, Directors, or the public - is a severe breach of conduct. Sharing personal or sensitive information ("doxxing") is also prohibited.

### **1.6 Interacting with Minors**

No Member, Volunteer, or Director shall be alone with anyone under the age of 18 in a non-public setting. Always ensure a third-party (neutral to the minor, such as another



Member, Judge, Volunteer, non-parental adult, or adult member of the public) is present when engaging with minors in these situations.

## 1.7 Appropriate Costumes

Costumes worn while representing the Guild must adhere to the following guidelines:

- Costumes must be suitable for all audiences, including families and children.
- Costumes must comply with the rules and guidelines of the event where the Guild is participating.
- Costumes should not use hate symbols, or change one's skin tone or features for the purpose of imitating a different human race.
- Cosplays should not use medical aids as a prop. Medical aids should be used for their intended purpose.
  - This policy does not prohibit those using medical aids for their intended purpose from altering the appearance of their medical aid for their cosplay.
- Costumes should avoid controversial or political themes. We currently restrict convention team members wearing costumes associated with the Harry Potter franchise, characters associated with companies involved in the Israel Palestine conflict, and actors or well-known influencers involved in criminal activity.
- If there is any uncertainty about whether a costume is appropriate for representing the Guild, Members and Volunteers should consult their event lead or a director for approval prior to the event.
- If a costume worn to an event is deemed inappropriate, the Volunteer, Member, or Director may be asked to change clothes. If the individual is unable to change clothes, they may be asked to step aside from their Guild duties for the day.
- Failure to comply with these guidelines may result in consequences as outlined in the misconduct policy.

## 1.8 Social Media Conduct

- Members, Volunteers, and Directors are expected to uphold the Guild's Code of Conduct when referencing or tagging the Guild on social media. The following rules apply:
  - Do not present yourself as an official Guild representative on personal accounts.
  - Posts and photos referencing the Guild must be appropriate for all audiences.
  - Avoid criticising partner events or activities in a way that may jeopardise the Guild's relationships or reputation.
- Volunteers, Members, and Directors posting on the Guild's official accounts may be subject to additional guidelines.

## 1.9 Additional Responsibilities

Members or Directors with greater responsibilities or closer association to the Guild are held to a higher standard of professional behaviour, especially when engaging with the public.

### 1.10 Financial Integrity

All Members, Volunteers, and Directors must handle Guild funds responsibly. Misuse of funds, theft, or embezzlement is a major breach of conduct and will result in severe consequences.

## ***Section 2: Lesser and Major Offenses***

### ***Major Offences***

All major offenses are subject to investigation by the Guild's leadership, and consequences will be determined based on the severity of the offense and its impact on the community. Possible outcomes include suspension, removal from the Guild, and referral to legal authorities if necessary.

#### 2.1 Sharing of Sensitive or Private Information

The unauthorised sharing of private or sensitive information is strictly prohibited. This includes, but is not limited to:

- Personal contact information, such as phone numbers, addresses, or email addresses.
- Personal or private photos of individuals without their explicit consent.
- Confidential event details, including schedules, plans, or trade secrets that have not been made public.
- Any other information that is sensitive or private by nature.
- Any information which is covered under EU General Data Protection Regulations  
[What is personal information: a guide | ICO](#)

The Guild takes privacy seriously, and breaches of this nature will result in immediate disciplinary action.

#### 2.2 Inappropriate Behaviour Toward Members, Volunteers, or the Public

All interactions within the Guild and with the public must be conducted with professionalism and respect. Inappropriate behaviour includes, but is not limited to:

- Harassment or bullying in any form, whether verbal, physical, or online.
- Making derogatory, discriminatory, or offensive comments.
- Engaging in actions that demean or undermine the dignity of others.
- Promotion of hate speech or discrimination including but not limited to:
  - Use of hate symbols or speech in cosplays, online content or elsewhere
  - Changing one's skin tone or features for the purpose of looking like another race (race-facing)



- Using medical aids as a prop and not for their intended purpose.

The Guild maintains a zero-tolerance policy for such behaviour, as it goes against the values of inclusivity and respect that we uphold.

## 2.3 Violent Behaviour

Acts of violence, threats, or physical aggression will not be tolerated under any circumstances. This includes, but is not limited to:

- Physical altercations or assaults.
- Threats of violence or intimidation.

Any individual engaging in violent behaviour will be immediately removed from Guild activities and events, with further consequences as necessary.

## 2.4 Breach of the Cosplay is Not Consent Policy

Violations of the Guild's [Cosplay is Not Consent](#) policy are considered major offenses. Core example are (but not limited to):

- Unwanted physical contact with cosplayers or their costumes/props.
- Taking non-consensual photos or videos.
- Making inappropriate or sexual comments toward cosplayers.

The Guild prioritises the safety and comfort of all participants, and breaches of any element of our Cosplay is Not Consent Policy are considered major offenses. You can find our Cosplay is Not Consent policy [here](#).

## 2.5 Embezzlement of Funds or Theft

The misuse or theft of Guild resources is a grave violation of trust. This includes, but is not limited to:

- Misappropriation of Guild funds for personal use.
- Theft of property belonging to the Guild, event partners, or other members.

Such actions undermine the integrity of the Guild and will be met with immediate removal and potential legal action.

## 2.6 Engaging in Illegal Activities

Guild Members, Directors and Volunteers who are found to have engaged in illegal activities, both while representing the Guild and in an personal capacity, will face consequences including potential legal action.

- Possession, use, or distribution of illegal substances.
- Harassment, assault, or any behaviour that violates local laws.
- Theft, fraud or other criminal acts.
- Public and disorderly intoxication.



## **Lesser Offenses**

Lesser offenses may result in corrective actions such as verbal warnings, written reprimands, or temporary restrictions on responsibilities, depending on the nature and frequency of the offense. Repeated or severe lesser offenses may escalate to major offenses.

### **2.7 Inappropriate Costumes**

Costumes worn while representing the Guild must be appropriate and non-offensive in nature. Inappropriate costumes include, but are not limited to:

- Cosplays that are in breach of the event's costume and props policies.
- Cosplays that are controversial, political in nature, or may promote hate speech:
  - An example is cosplays from 'Harry Potter', due to the author's transphobia.
- Cosplays that are overly revealing. Proper undergarments must be worn to prevent indecent exposure:
  - An example of such is the requirement for dance belts or nipple covers to be worn in skin-tight costumes.

These cosplay guidelines apply while Members and Volunteers are representing the Guild, and will not be enforced outside of Guild involvement. Members should consult with their Event Lead or Director if there is any doubt about whether a cosplay is appropriate.

### **2.8 Breach of Confidentiality**

Confidentiality is essential to maintaining trust within the Guild. Lesser breaches include but are not limited to:

- Sharing non-sensitive information before it is officially made public, such as upcoming announcements or event details.
- Discussing internal Guild matters in a way that could lead to misunderstandings or unintended consequences.

While these breaches may seem minor, they can undermine the Guild's professionalism and credibility.

### **2.9 Disrespectful Behaviour Toward Members, Volunteers, or the Public**

All members are expected to uphold a standard of respect in their interactions. Lesser offenses include:

- Speaking dismissively or rudely to others while representing the Guild.
- Engaging in unprofessional behaviour that does not align with the Guild's values of inclusivity and kindness.

Guild Members and Volunteers represent the Guild at events and should treat those they engage with in a manner that is kind and inclusive.

### **2.10 Misrepresenting the Guild**

Members must represent the Guild accurately in all contexts. Lesser offenses include but are not limited to:



- Making statements or claims that do not align with the Guild's policies or mission.
- Misusing the Guild's name or branding in a way that creates confusion or damages the Guild's reputation.
- Speaking on behalf of the Guild on personal accounts.

It is important for all members and volunteers to act in a way that upholds the integrity of the organisation.



## ***Section 3: Consequences for Misconduct***

The Guild's leadership team will carefully review each case of misconduct when reported to ensure that consequences are fair, proportionate, and aligned with the Guild's policies. Repeated lesser offenses will be treated as a major offense if a pattern of behaviour is established.

### **3.1 First Lesser Offense**

A first lesser offense will result in any of the following consequences:

- An internal reprimand.
- Reduction in responsibilities or authority, depending on the role of the individual.
- Removal from upcoming event teams, as deemed necessary.

### **3.2 Second Different Lesser Offense**

A second lesser offense that is different in nature from the first lesser offense will result in any of the following consequences:

- An internal reprimand via written notice.
- Further reduction in responsibilities or authority.
- Removal from multiple upcoming events, as needed.
- Demotion within the Guild structure.
- Issuance of a final warning, indicating that further misconduct will result in more serious action.

### **3.3 Third Lesser Offense or Major Offense**

A third lesser offense, a repeated lesser offense or a single major offense will result in any of the following consequences:

- Demotion within the Guild structure.
- Removal from the Guild with conditions to re-apply, allowing the individual an opportunity to address the issue and rejoin at a later date.
- Removal from the Guild with no option to return.

A record of misconduct reports will be kept for all members for the purpose of determining patterns of negative behaviour.



## Section 4: Reporting System for Misconduct

The Guild of Nerds is committed to addressing matters of misconduct promptly and fairly. To maintain a respectful and professional environment, all concerns must be reported and handled through the official process outlined below.

### 4.1 Submitting a Report

- All reports of misconduct must be submitted **in writing through official channels** to be addressed.
- Reports can be submitted via the Guild’s designated [reporting form](#) or directly to a Regional Director.
  - The option to submit a report anonymously can only be guaranteed through use of the Guild’s official [reporting form](#).
- If members or volunteers encounter complaints about the Guild or its members online, they should **not engage with the complainant directly**. Instead, this information should be forwarded to a Director, who will handle the situation appropriately.

### 4.2 Review Process

- Once a report is received, the **Regional Directors** will review it within **five (5) days**.
- During this review, the details of the complaint, including the nature of the allegation and relevant evidence, will be documented.

### 4.3 Notification of the Defendant

The person against whom the report has been filed (the “defendant”) will be notified of the complaint.

The following details will be shared with the defendant to ensure transparency:

- The **location, date, and approximate time** of the alleged incident.
- The **nature of the allegation**, including which elements of the Code of Conduct are alleged to have been breached.

**Details that will not be shared with the defendant include:**

- The identity of the reporter or witnesses.
- The exact wording of the report.
- Any sensitive or confidential information unrelated to the complaint.

### 4.4 Defendant Response

- The defendant will have **ten (10) days** from the date of notification to submit their response in writing.
- If no response is received within this period, the investigation will proceed without their input.

#### 4.5 Record-Keeping and Confidentiality

- All reports of misconduct and related documentation will be kept as **internal records** to ensure accountability and consistency in decision-making.
- Confidentiality will be maintained throughout the process to protect all parties involved, except in the event of illegal action that requires immediate escalation.

#### 4.6 Resolution

- After receiving the defendant's response (or once the 10-day period has elapsed), the Regional Directors will make a determination regarding the validity of the complaint and any necessary consequences, as outlined in Section 3.

This structured reporting system ensures fairness, transparency, and accountability in addressing misconduct within the Guild.