

Code of Conduct

International Conference WASTES: Solutions, Treatments and Opportunities

Item	Information
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Organising entity	CVR – Centro para a Valorização de Resíduos
Co-organising entity	School of Engineering of the University of Minho
Issued by	Conference Chair, in her capacity as Chair of the Board of Directors of CVR
Application	All editions of the International Conference WASTES: Solutions, Treatments and Opportunities

1. Purpose, framework and application

1.1 Purpose

The International Conference WASTES: Solutions, Treatments and Opportunities, hereinafter referred to as the WASTES Conference, is an international scientific, technical and professional conference dedicated to the sharing of knowledge, innovation and cooperation among persons and entities involved in waste management, treatment, recovery, recycling and sustainability.

This Code of Conduct, hereinafter referred to as the Code, establishes the principles, rules of conduct and procedures applicable to participation in the WASTES Conference. The Code is intended to ensure a safe, respectful, inclusive and accessible scientific, technical, professional and social environment, free from discrimination, harassment, intimidation or violence.

1.2 Responsible entities

The WASTES Conference is organised by CVR – Centro para a Valorização de Resíduos, hereinafter referred to as CVR, jointly with the School of Engineering of the University of Minho.

This Code is issued by the Organising Committee of the WASTES Conference and approved by the Chair of the Board of Directors of CVR.

1.3 Institutional coordination

Within the context of the WASTES Conference, the Code gives effect to the Organising Entities' commitment to equality of rights, freedoms and opportunities, non-discrimination, diversity, inclusion, reconciliation of professional, personal and family life, and the prevention of harassment.

1.4 Scope of application

The Code applies to all persons and entities involved in the WASTES Conference, including:

- Participants, whether registered attendees or accompanying persons;
- Speakers, moderators, rapporteurs and authors of communications;
- Members of the organising and scientific committees;
- Staff, volunteers and service providers;
- Representatives of the organising entities;
- Representatives of universities, higher education institutions, research centres, associations, companies and public or private entities;
- Sponsors, exhibitors, partners, suppliers and the media.

The Code applies to all activities forming part of each edition of the WASTES Conference, irrespective of where they take place, including scientific and technical sessions, parallel sessions, poster presentations, debates, breaks, meals, visits, networking activities, receptions, official dinners and other formal or informal occasions associated with the programme.

It also applies to digital communications relating to the Conference, including email, registration forms, the website, social media and other means of communication used in connection with the event.

1.5 Edition-specific guidelines

Each edition of the WASTES Conference may adopt an Edition Operational Information Sheet, to be published through the official channels, containing supplementary information on dates, venues, programme, contacts, security, accessibility, image capture, the incident response team and any other applicable procedures.

The Edition Operational Information Sheet for each edition is a separate document that supplements this Code and must comply with the principles and rules set out herein.

2. Principles and rules of conduct

2.1 Guiding principles

All persons covered by the Code must act in accordance with the following principles:

- Respect for the dignity, integrity, privacy and safety of every person;
- Equal treatment and equal opportunities;
- Non-discrimination, diversity, inclusion and equity;
- Courtesy, civility, cooperation and good faith;
- Scientific, technical and professional integrity;
- Freedom of expression and debate, exercised responsibly and respectfully;
- Confidentiality and protection of personal data;
- Environmental sustainability and social responsibility;
- Prevention and combating of harassment, intimidation, violence and any form of exclusion.

2.2 Equality, diversity and inclusion

The organisation does not tolerate any form of direct or indirect discrimination, including on grounds of sex, gender, gender identity or expression, sexual orientation, age, nationality, origin, ancestry, ethnicity, language, socioeconomic status, religion, political or ideological beliefs, disability, health status, family status, parenthood or any other personal or social condition.

The organisation seeks to promote diverse, balanced and inclusive participation in sessions, panels, debates, networking activities and all other parts of the event.

Participants must use professional, respectful and non-stereotypical language and refrain from comments, attitudes or conduct liable to demean, exclude, embarrass or humiliate others.

2.3 Expected conduct

All participants must:

- Treat others with respect, courtesy and consideration;
- Participate in debates constructively, on a reasoned basis and with openness to diverse perspectives;
- Comply with the organisation's instructions, schedules and rules governing the use of the premises;
- Acknowledge authorship of ideas, works, data, images, presentations and other content;
- Speakers and authors of communications must determine in advance the information they intend, and are permitted, to disclose in the context of the Conference;
- Use the resources, facilities, equipment and materials made available in a responsible manner;
- Contribute to waste reduction and to practices consistent with environmental sustainability;
- Report to the organisation any situation that may compromise the safety, dignity or well-being of persons present.

2.4 Prohibited conduct

The following conduct is prohibited, including:

- Discrimination against, exclusion, insult, humiliation or unfavourable treatment of any person;
- Psychological, sexual or gender-based harassment;
- Unwanted comments, images, gestures, messages or conduct of a sexual nature;
- Non-consensual physical contact;
- Threats, stalking, coercion, intimidation or verbal, psychological or physical violence;
- Hate speech or offensive, sexist, racist, xenophobic, ableist, homophobic, transphobic or discriminatory language;
- Persistent interruption, systematic disparagement or silencing of other persons' contributions;
- Unauthorised disclosure of personal data, images, recordings or contact details.
- Unauthorised recording, reproduction or disclosure of Conference sessions, presentations, conversations or content;
- Damage, misuse or misappropriation of facilities, equipment, materials or other resources;
- Consumption of substances, or conduct while under the influence of substances, that jeopardises the safety, dignity or well-being of third parties;
- Retaliation, threats, intimidation or unfavourable treatment against a person who, in good faith, reports a situation of non-compliance or cooperates in its assessment.

3. Accessibility, data and images

3.1 Accessibility and reasonable accommodations

The organisation is committed to promoting conditions for inclusive participation and to seeking to address the specific needs communicated by participants, within the organisational, technical and logistical capabilities of each edition.

The organisation will assess, in particular, the physical accessibility of the event venues, the possibility of providing reserved seating, specific dietary requirements and other reasonable accommodations requested in a timely manner.

Requests concerning accessibility, mobility, dietary requirements or other specific needs must be submitted through the channel indicated in the Edition Operational Information Sheet. Requests should preferably be submitted up to 60 days before the start of the relevant Conference.

Each request will be assessed individually, confidentially and without discrimination. Submission of a request after the stated deadline does not prevent its consideration, but the organisation cannot guarantee that the requested measure will be implemented in due time.

3.2 Protection of personal data

Personal data collected in connection with the Conference will be processed for the purposes of organisation, registration management, communication, security, issuance of certificates, evaluation, institutional communication and any other purposes identified in the privacy information applicable to each edition.

The Conference privacy information must identify, in particular, the data controller, contact details for data protection matters, the purposes and lawful bases of processing, categories of recipients, retention periods and the rights of data subjects.

For matters relating to the protection of personal data, participants should contact CVR at protecaodados@cvresiduos.pt. For operational matters relating to the Conference, they should use the contact details indicated in the Edition Operational Information Sheet.

3.3 Photography, video and interviews

The organisation may take photographs and video footage of the general environment, venues, activities, sessions and institutional or social occasions included in the programme of each edition.

Images may be used by CVR, the School of Engineering of the University of Minho and entities authorised by them for purposes of preserving a record of the event, information, communication, institutional dissemination and promotion of the WASTES Conference, through websites, social media, newsletters, reports, graphic materials, audiovisual content and other communication channels associated with the organising entities or the event.

The specific rules relating to the recording of sessions, online transmission, image capture and any applicable restrictions will be set out in the Edition Operational Information Sheet and communicated to participants in advance.

The recording and dissemination of individual video or audio interviews is subject to the prior, express, freely given, specific and informed consent of the person interviewed.

All participants must respect image rights, the protection of personal data, intellectual property and the instructions issued by the organisation, and may not capture, record, reproduce or disclose content without authorisation where such authorisation is required.

4. Reporting and handling of incidents

4.1 Reporting incidents

Any person may report a situation of non-compliance with this Code, request assistance or report an incident occurring during or in connection with the WASTES Conference.

The reporting channels applicable to each edition, including the telephone contact for urgent situations, will be indicated in the relevant Edition Operational Information Sheet.

Reports must identify the person making them and, wherever possible, include contact details for clarification and follow-up. Anonymous reports will not be accepted under this Code.

The identity of the reporting person, the persons involved and any witnesses will be treated confidentially and shared only with those strictly necessary for the assessment and handling of the matter, without prejudice to legal obligations or any determination by a competent authority.

The organisation will not tolerate any retaliation, threats, intimidation or unfavourable treatment against a person who, in good faith, reports facts or concerns relating to non-compliance with this Code.

4.2 Incident response team

Each edition of the Conference will have an incident response team, appointed before the start of the event and identified in the Edition Operational Information Sheet or through another official Conference channel.

The incident response team is responsible for receiving and conducting a preliminary assessment of reports, adopting immediate protective measures where necessary and referring matters appropriately for decision.

4.3 Immediate assistance

Where justified by the nature or seriousness of the situation, the organisation will seek to provide immediate assistance to the affected person through measures appropriate to the specific circumstances, which may include:

- Assistance by a member of the incident response team;
- Provision of a private and safe space;
- Precautionary separation of the persons involved, where necessary;
- Contacting venue security, emergency services or the competent authorities;
- Referral to healthcare services or other appropriate entities;
- Assistance in preserving information or evidence relevant to the incident.

In urgent situations, the organisation will seek to intervene as promptly as possible. In all other situations, the duration of the assessment will depend on the nature, complexity and seriousness of the facts, as well as on the need to gather additional information.

5. Non-compliance, measures and effective period

5.1 Decisions on incidents

The Chair of the WASTES Conference, in her capacity as Chair of the Board of Directors of CVR, is responsible for deciding on the measures to be adopted in the event of non-compliance, after considering the available information and consulting the incident response team, where applicable.

Where the Chair is directly involved in the matter, has a personal, professional or institutional relationship liable to compromise her impartiality, or is unavailable, the decision will be taken by the substitute person or body previously designated in the Edition Operational Information Sheet.

Measures must be proportionate to the seriousness, urgency, context and impact of the conduct, the risk to third parties and any recurrence of the conduct.

5.2 Applicable measures

In the event of non-compliance, the organisation may apply the following measures individually or cumulatively:

- Verbal or written warning;
- Request for the conduct to cease immediately;
- Removal or correction of inappropriate content, messages, images or materials;
- Restriction of participation in a session, activity, area or social occasion;
- Precautionary separation of the persons involved;

- Immediate exclusion from the Conference, an activity or all associated events;
- Prohibition from participating in future editions of the WASTES Conference;
- Reporting the facts to the employer, home institution or represented entity, where applicable, in serious and duly substantiated situations;
- Reporting the facts to the competent authorities whenever the circumstances so require or warrant.

Immediate exclusion may be ordered, in particular, in cases of violence, threats, harassment, discrimination, intimidation, serious disruption of the event, repeated failure to comply with the organisation's instructions, or risk to the safety and well-being of third parties.

Exclusion from the Conference or any associated activity does not give rise to any right to a full or partial refund of the registration fee or to any compensation, without prejudice to any applicable mandatory provisions of law.

5.3 Sponsors, exhibitors and suppliers

Sponsors, exhibitors, partners, suppliers and service providers must be familiar with, accept and comply with this Code.

Express acceptance of the Code is a condition of participation, collaboration, sponsorship, commercial exhibition, provision of services or institutional representation in connection with the WASTES Conference.

Each entity must ensure that its representatives, employees, staff, guests and any other persons acting on its behalf are familiar with and comply with the applicable provisions of the Code.

Non-compliance by a representative of an entity may result in the adoption of the measures provided for in this Code, including removal of the person concerned, restriction of the entity's participation, removal of materials or termination of the collaboration in connection with the event.

5.4 Publication, acceptance and review

The Code will be published on the Conference website, in the registration form, in welcome materials and, where applicable, in contractual, sponsorship, exhibition and service provision instruments.

Registration for, participation in, contribution to, collaboration with or attendance at the WASTES Conference presupposes knowledge and acceptance of this Code.

The Code enters into force on 1 January 2026 and remains applicable until it is reviewed, replaced or revoked by decision of the Conference Chair.

The organisation may review the Code whenever this proves necessary as a result of experience gained, regulatory changes, organisational needs or improvement measures in the areas of equality, inclusion, safety and prevention of harassment.