



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

School of Histories and Humanities Code of Conduct for Meetings

To ensure that everyone is heard in meetings, participants are expected to:

Pay attention while others are speaking.

Respect the ideas and views of others.

Address questions and contributions through the Chair.

Participants should not interrupt one another. They should not have conversations when someone is speaking. They should turn off mobile phones during meetings.

In online meetings, microphones should be muted when others are speaking. “Informal” behaviour, such as eating during online meetings, is inappropriate.

Participants in meetings are expected to be aware of language diversity. They must respect the confidentiality of meetings and the privacy of participants.

Sexist, racist, exclusionary, or derogatory “banter” is not appropriate. Nor are personal insults, sarcasm, or raised voices permissible.

Participants in meetings are expected to demonstrate collegiality and to act fairly, honestly, and in good faith with other participants.

When disagreements occur, these should be acknowledged and respected, and will be handled constructively by the Chair.

The EDI Committee, 27 February 2024