

SESAM Code of Conduct

1. Introduction

SESAM is a diverse, interprofessional community dedicated to advancing healthcare simulation across Europe and beyond, bringing together educators, clinicians, researchers, policymakers, administrators, and simulation specialists with the shared mission of improving healthcare through simulation.

This Code of Conduct outlines the expectations for everyone who represents or participates in SESAM activities. It reflects our collective values, supports a positive culture, and helps ensure that SESAM remains an inclusive, respectful, and forward-looking community.

2. Our Shared Values

At the heart of SESAM is a commitment to psychological safety, where all members feel able to ask questions, share ideas, speak up, take risks, and ensure that everyone is included. These behaviours help us grow together and support one another in our work. We also take pleasure in the enjoyment that comes from connecting with colleagues: meeting new people, learning alongside each other, participating actively, and giving our best. Underpinning everything is respect: recognising that every person's voice matters and approaching one another with genuine and attentive listening. These values guide how we collaborate, engage, and build community within SESAM.

3. Acting with Integrity and Professionalism

3.1 Being accurate and honest

As SESAM members, we have a shared responsibility to communicate truthfully:

We represent SESAM accurately and do not misstate our role, authority, or influence.

We ensure that our contributions reflect the society's mission and evidence-based approach to advancing healthcare simulation.

3.2 Representing SESAM thoughtfully

When speaking or posting publicly, members should:

- Clearly distinguish personal viewpoints from SESAM positions.
- Use SESAM titles (e.g., Board Member, CoP Lead, Committee Member) only when appropriate and authorised.
- Seek clarification when unsure whether a statement could be interpreted as representing the society.

4. Transparency, Communication, and Confidentiality

4.1 Transparent communication

Members in leadership or decision-making roles communicate in a transparent, open manner—sharing the rationale behind decisions, outlining processes, and ensuring that information is accessible to those who need it. This supports SESAM's aim of sustaining an engaged, interprofessional community.

4.2 Handling information responsibly

As SESAM members, we have a shared responsibility to:

- Protect confidential materials and discussions (abstracts, reviews, internal discussions, membership data).
- Follow SESAM's privacy practices and legal obligations, including the EU General Data Protection Regulation (GDPR) and any applicable national data protection legislation.
- Handle personal data only for legitimate SESAM purposes and in accordance with the SESAM Privacy Policy.

5. Conflicts of Interest

5.1 Identifying and disclosing conflicts

Members disclose any personal, financial, professional, or organisational interests that might influence— or be perceived to influence—their work within SESAM.

5.2 Managing conflicts transparently

SESAM may ask members to recuse themselves from discussions or decisions when conflicts arise. Members commit to cooperating fully with these processes to maintain fairness and trust.

6. Conduct at SESAM Annual Meeting and Events

6.1 Creating a positive event experience

At SESAM events, especially the Annual Meeting, all members help create a respectful, safe, and engaging environment by:

- Encouraging open dialogue and psychological safety.
- Respecting presenters, chairs, exhibitors, and attendees.
- Adhering to event guidelines and time structures.

6.2 Ensuring inclusion

SESAM's vision is rooted in broad, interprofessional collaboration. Members support this by:

- Actively welcoming diverse perspectives and backgrounds.
- Encouraging participation from students, early-career professionals, international colleagues, and those new to simulation.

6.3 Zero tolerance for harassment

Harassment, discrimination, bullying, or intimidation, whether verbal, physical, digital, or otherwise, is not tolerated at any SESAM-related activity. Members share responsibility for addressing and reporting behaviours that undermine safety or respect.

7. Collaboration, Learning, and Community Building

SESAM is committed to building a sustainable, interprofessional community of practice that supports learning, innovation, and high-quality simulation. Members:

- Share knowledge generously.
- Support colleagues' professional growth.
- Contribute ethically to research and educational initiatives.
- Engage in constructive dialogue that advances the field.

8. Use of SESAM Resources, Branding, and Identity

Members use SESAM resources including branding, logos, digital platforms, or their SESAM affiliation appropriately and only to advance SESAM's mission. Personal, political, or commercial use requires explicit permission from the society.

8.1 SESAM logos and branding

The SESAM logos and visual identity are protected brand assets. Members must not use SESAM logos, branding elements, or the SESAM name in any materials without appropriate authorisation. This includes, but is not limited to, presentations, publications, social media profiles, grant applications, and co-branded materials. Please refer to the SESAM Logo Usage Guidelines

8.2 Digital platforms and communication channels

SESAM-provided platforms, mailing lists, and digital channels are intended for society-related purposes. Members must not use these channels for personal commercial activity, political campaigning, or any purpose that falls outside SESAM's mission and values.

8.3 Intellectual property

Members respect the intellectual property of SESAM and of fellow members. SESAM materials, educational resources, research outputs, and event content must not be reproduced, distributed, modified, or repurposed without the permission of the originator and, where applicable, the society.

9. Addressing Concerns and Breaches

If concerns arise, SESAM will address them through a fair and proportionate process. Outcomes may include guidance, warnings, role adjustments, or, in serious cases, suspension or termination of membership. The goal is always to protect the health, integrity, and reputation of the SESAM community.

9.1 Raising a concern

Any SESAM member who witnesses or experiences conduct that may breach this Code is encouraged to raise the matter in confidence with the SESAM Executive Director at the earliest opportunity.

Concerns must be submitted in writing (email) and should include, where possible, a description of the behaviour, the context in which it occurred, and any relevant supporting information.

9.2 Review and response

Upon receipt of a concern, the Executive Director will:

1. Acknowledge receipt within five working days.
2. Refer the matter to the SESAM Executive Board for review.

The Executive Board will consider the concern and determine the appropriate course of action, communicating the outcome to the relevant parties in a timely manner.

In the event that a concern relates to the conduct of the Executive Director, the matter should be raised directly with the SESAM President or another Executive Board Member.

10. Commitment to Evolving Together

SESAM will review this Code periodically to ensure it aligns with the society's mission, community needs, and evolving best practices in simulation, professional conduct, and governance. Members are encouraged to share feedback and help strengthen our shared culture.