SHAAGIRD FOUNDATION

Speaker and Events Policy

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1. Preamble

At Shaagird Foundation, we believe that dialogue is a powerful catalyst for change. Whether through storytelling, teaching, debate, or shared learning, the voices we elevate and the spaces we create reflect who we are and what we stand for. Our events are more than just gatherings—they are expressions of our values, our solidarity with the oppressed, and our commitment to nurturing empathy, justice, and critical inquiry. We recognize that the people we invite to speak and the forums we host carry a responsibility not just to inform, but to inspire hope, encourage ethical reflection, and build bridges across divides. As such, we hold ourselves to a high standard of integrity, inclusiveness, and care in curating our events and public engagements. This policy affirms our commitment to ensuring that every speaker, platform, and event associated with the Foundation is aligned with our mission, upholds human dignity, and fosters safe, respectful, and inclusive spaces for all.

2. Purpose

The purpose of this policy is to ensure that all events organised, sponsored, or endorsed by Shaagird Foundation reflect the organisation's core values of justice, compassion, integrity, inclusivity, and service to marginalized communities. The policy outlines procedures for vetting and approving speakers and events, with the goal of protecting the Foundation's reputation, promoting respectful dialogue, and maintaining a safe and inclusive environment for all participants.

3. Scope

This policy applies to:

- All public and private events (conferences, webinars, panel discussions, lectures, fundraisers, etc.) organised, co-hosted, or supported by Shaagird Foundation.
- Internal and external speakers, facilitators, and moderators invited to represent or speak under the Foundation's banner.
- Events hosted at Foundation venues or platforms, or involving Foundation branding.

4. Guiding Principles

All speakers and events affiliated with Shaagird Foundation must:

- Align with the Foundation's mission and ethical standards.
- Promote respectful, evidence-based, and constructive dialogue.
- Foster inclusion and dignity for all communities, particularly those historically marginalized.
- Avoid hate speech, inflammatory rhetoric, or content that promotes discrimination, violence, or misinformation.
- Uphold the values of secularism, non-partisanship, and non-discrimination.

5. Speaker Selection and Vetting

5.1 Criteria for Speaker Invitations

- Relevance of their work or expertise to the event theme
- Public reputation and conduct
- Past associations that may conflict with the Foundation's values
- Ability to contribute constructively to public discourse

5.2 Vetting Process

- Basic due diligence (e.g., public statements, affiliations, social media)
- Any concerns must be reviewed by the Program Head or Executive Director
- Final approval for keynote or high-profile speakers lies with senior leadership

6. Event Approval and Responsibilities

6.1 Event Approval Process

- All events must be formally proposed, including objectives, proposed speakers, budget, and format
- Approval is required from the relevant Department Head

6.2 Roles and Responsibilities

- Event Coordinator: Oversees logistics, speaker coordination, and compliance
- Program Head: Ensures strategic alignment and quality control
- Communications Team: Manages branding, promotional material, and public messaging

7. Safeguarding and Code of Conduct

All speakers and participants must adhere to the Foundation's Code of Conduct and Safeguarding Policy, which prohibit:

- Discrimination, harassment, or abusive behavior
- Use of offensive language or imagery
- Any conduct that compromises participant safety or dignity

Breaches will lead to immediate removal from the event and may result in disqualification from future participation.

8. Sponsorship and Co-Hosting Guidelines

- External partners and co-hosts must uphold values consistent with the Foundation.
- A formal Memorandum of Understanding (MoU) must outline roles and responsibilities.
- No logo or brand association is permitted without prior written approval.
- The Foundation reserves the right to withdraw from any partnership if reputational or ethical concerns arise.

9. Recording, Media, and Publicity

- Speakers and participants must give informed consent before recording or photographing events.
- All promotional content must be reviewed and approved by the Communications Team.
- Unauthorized editing or dissemination of event content is strictly prohibited.

10. Crisis Management

If an incident occurs during an event:

- It must be reported immediately to the Executive Director or designated senior staff.
- The Event Coordinator must document the issue and assist in the response.
- Measures will be taken to protect all attendees and manage potential reputational risk.

11. Review and Amendments

This policy shall be reviewed annually or more frequently as needed to respond to evolving challenges, legal updates, or shifts in organisational priorities.

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