Event Policy

Purpose of Document

London Leathermen (LLM) is a volunteer organisation with the goal tofacilitate meetings between like-minded individuals in congenial surroundings, such as bars and other public places. We strive to keep our events safe and sex-positive; as such, we have developed this policy to ensure that our Members and Guests can enjoy peace of mind at LLM-organised events.

This document outlines the steps the Club takes to maintain our Code of Principles and Values at our official events, and detail the process by which we respond to reported incidents of inappropriate behaviour.

Stewards

Every official LLM event will aim to have at least two appointed stewards, who are Members of LLM who have volunteered for the role, and do not have any active strikes (see Three-Strike Policy under our Code of Principles and Values).

These stewards are the designated point of contact to claimants in case something happens, and will be identifiable by a visual article of clothing or a pin.

The stewards will be briefed at the beginning of every event, to ensure the correct processes are followed for that type of event. If the venue serves alcohol, stewards are required to stay sober for the length of the event.

If a complaint is made regarding someone's behaviour during an event, the steward's job is to care for the claimant's immediate needs and keep them from potential harm. Stewards have the power to ask someone to leave an event or to keep away from claimants, but they do not have the power to issue strikes or file an official grievance on anyone's behalf.

Details on how grievances are handled are included in our Grievance Policy.

Incident Handling

If inappropriate behaviour needs to be reported during an LLM event, please approach one of the event's appointed stewards.

The incident handling process is outlined below:

1. The steward will do everything they can to make the claimant feel safe and comfortable. It is recommended that they offer to find water and somewhere quiet to talk.

2. The steward will ask the claimant for the details of the incident and the subject of the complaint. They will focus on the claimant's mental health and emotional health, and whether they feel the incident puts them in active danger. Stewards will pay special attention to a claimant's request for anonymity.

3. The steward will present the options for immediate action to the claimant, impartially and as free of judgement and of personal opinion as possible. These include but are not limited to:
    - Initiating a mediation
    - Speaking to the subject of claim on the claimant's behalf
    - Asking the subject of claim to keep away from the claimant
    - Remaining by the claimant's side as long as they need
    - Explaining how to log an official grievance using our online Grievance Report Form, should the claimant choose to do so
    - Standing by the claimant's side as they log a grievance, should the claimant choose to do so

4. Unless requested otherwise by the claimant, the steward will approach the subject of claim discreetly and take them aside. They will tell the subject of claim about the accusation and ask to hear their side.
   The steward will explain that, in the case of the claimant deciding to file an official grievance about the incident, the subject of claim will be contacted for their account of the incident, and that there is an appeals process in the event that a strike is issued (see Grievance Policy).

5. It is within the steward's power to ask someone to leave the event if they judge them to be an active threat. This is encouraged in, but not restricted to, the following cases:
    - Subject of claim is drunk/inebriated
    - Subject of claim shows no remorse
    - Subject of claim is non-co-operative or refuses to identify

    - Subject of claim threatens the use of violence

6. The steward will log these incidents into their logbook, including as many details as possible.