



## SGSS509 Stage & Visiting Speaker Policy

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### Stage Objective and Responsibilities

1. To promote Gurbani, Sikh history, Sikh values, and teachings.
2. Arrange events to grow Sangat numbers by catering to the needs and demands of the Sangat.
3. Arrange events to promote more youth participation.
4. Manage stage bookings and allocate time in the best way to meet the Gurdwara objectives.
5. Work with all organisations who share the same ethos Sri Guru Singh Sabha is aligned to.
6. Stage Secretaries, with support from the Head Granthi are solely responsible to book Jathe/Parcharicks; Other senior members must not interfere in any way whatsoever.
7. Only contact Stage Secretaries to book time.
8. All efforts will be made to rotate Jathe/Parcharaks to ensure everyone gets fair stage time. However, Stage Secretaries reserve the right to adjust/cancel any Jathe/Parcharaks to accommodate Jathe/Parcharaks who may have been invited for special occasions.
9. Jathe/Parcharaks cannot pick a specific time slot or venue and must stick to what has been allocated to them.
10. All Kirtani Jathe must have a complete Jatha and no member of their Jatha should be doing Kirtan with another Jatha at the same time.
11. Jatha members should not change during the course of the week. However, Jathe are free to change members at the end of each week.
12. While conducting their duties all members of the Kirtani Jatha must wear the same colour Dastaars and Kurte Pajame/Chole.
13. Jathe/Parcharaks must give the Gurdwara's programs priority. Where external bookings have been arranged, stage secretary must be informed at the time of booking so cover can be arranged.
14. Jathe/Parcharaks must not miss any duties without discussing it with Stage Secretaries and must not arrange cover themselves unless agreed by the Stage Secretaries.

Stage Secretary of the SGSS Management Committee reserves the right to cancel stage time without any notice if any Jatha/Parcharak is found in violation of any of the above. The SGSS Exec Committee also reserves the right to amend these terms as deemed necessary without any notice.

## Visiting Speaker

### Purpose of Procedure

Hounslow SGSS has the tradition of regularly inviting visiting speakers from around the world who bring knowledge, guidance and spiritually uplifting speeches, enriching our events and activities and enhancing the spirituality and knowledge of our worshippers and visitors.

The purpose of this policy is to ensure that this tradition can continue safely within the bounds of law for everyone and that community harmony and peace in society is fostered. The Trustees recognise the importance of protecting the Gurdwara's reputation and to protect it from abuse by anyone engaged with terrorism and to ensure the activities of the Gurdwara cannot be misinterpreted which could place the Gurdwara's reputation at undue risk.

### Booking an external speaker

Most invitations to the faith institution are straight forward and can be dealt by the management committee and the Head Granthi. However, some requests can be complexed may require referral to the trustees for further consideration. The referral process will only apply in a minority of circumstances – to events or speakers deemed to be higher risk.

### Visiting Speaker Protocol

Prior to the confirmation of any external speaker, the event organiser will be responsible for the following:

- Carrying out appropriate due diligence into the speaker - An internet search and/or informal reference should be taken wherever possible or practicable to ensure suitability. Specifically consider whether the speaker has previously been prevented from speaking at a Gurdwara or another Gurdwara or similar establishment or has previously been known to express views that may be in breach of the Visiting Speaker Code of Conduct.
- Ascertaining that all information to be communicated by the speaker is appropriate and lawful. The visitor/speaker should be asked to provide clear information outlining the content of their speech. Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the Visiting Speaker Code of Conduct?
- Considering whether the proposed speaker/theme is likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the Visiting Speaker Code of Conduct?
- The event organiser will liaise with the management committee in relation to the above exercise and obtain their permission to proceed to invite the speaker. Once permission has been obtained, the speaker should be asked to read and sign the Visiting Speaker Code of Conduct at Appendix 1 which must be signed and returned to the charity at least 7 days in advance of the event.
- If the answer to any of the questions within the External Speaker Protocol above is UNCLEAR OR YES the proposal must be referred to the trustees at least three weeks prior to the proposed speech/event date for consideration and a decision.

### Notes

- This policy applies to speakers addressing people not only in person but also by any other remote broadcast or recorded media.
- This policy applies to all individuals, organisations and Charity projects using the facilities of the Charity.
- It is a condition for the use of the Charity's facilities that any hirer or speaker must comply with this policy.

- If anyone believes that there has been or is likely to be a breach of this Policy, they may make a formal written complaint in accordance with our Complaints Policy. This is available on our website or from the Gurdwara general secretary.

The Visiting Speaker Policy and approval process may be changed due to legal or other reasons. The event organiser must ensure that they are complying with the most recent version of the Policy available from the Gurdwara's office.

This Visiting Speaker Policy is approved and endorsed by the Board of Trustees.

We are committed to reviewing this Policy and good practice annually.

## Appendix A

### Visiting Speaker Code of Conduct

Our primary charitable object is to advance the Sikh Faith as preached and exemplified by the Sri Guru Granth Sahib ji, the ten Gurus and to advance and promote the Sikh faith.

By agreeing to speak at this event, you agree to abide by the following code of conduct. You:

- will not do anything which will bring the name of the Charity into disrepute or damage public trust and confidence in the Charity or charities;
- agree to respect the Charity's compliance with UK law relating to terrorism and extremism and that your contribution must be consistent with the Charity's objects and UK law;
- will not encourage, glorify or promote any acts of terrorism, including any individuals, groups and organisations that support such actions;
- will not spread hatred, violence or incite or encourage others to break the law;
- will not promote any view that runs counter to the values of freedom of speech, integration of minority ethnic and religious communities or democracy, particularly any view which incites hatred or intolerance of other cultures, religions, ethnic groups and age, sexuality or gender equality, or which is otherwise hateful, threatening or abusive;
- will not during the course of your engagement with the Charity raise or collect funds for any external organisation or cause at the event without the Charity's prior permission;
- declare that you have not in the past made or supported statements (including tweets, retweets and other use of social media) that would be regarded as racist, hate speech or extremist views, nor have you been found to be extremist by any reputable authority.

Signed .....

Name .....

Date .....