

CORPORATE POLICY

040: ENGAGING EXTERNAL SPEAKERS

1. Scope

- 1.1. This policy on engaging external speakers ('Policy') applies to the GBWR group, as the group composition may vary from time to time; the GBWR group currently comprises Great Britain Wheelchair Rugby Limited and its subsidiary GBWR Trading Limited. All references to 'GBWR' apply to the GBWR group.
- 1.2. This Policy applies in all instances where GBWR engages an individual, the 'External Speaker', who is not a current employee, worker, volunteer, director, or consultant of GBWR in a paid-for or voluntary capacity ('Personnel'), for the purpose of speaking at an event hosted or otherwise delivered by GBWR, including in-person, virtual, and hybrid events ('Events').
- 1.3. The purpose of this Policy is to articulate the procedures for engagement of External Speakers for Events, ensuring that such engagements are consistent with GBWR's values and principles (collectively, its 'Values and Principles'), including, but not limited to, alignment with GBWR's values, codes of conduct, and approach to, and policies regarding, [safeguarding](#), equality, diversity, and inclusion, [environmental sustainability](#), [anti-doping](#), and [modern slavery](#).

2. Selection

- 2.1. GBWR will only select External Speakers who:
 - demonstrate expertise and/or experience relevant to, and at an appropriate level for, the topic(s) and/or objective(s) of the Event; and
 - share a commitment to upholding and promoting GBWR's Values and Principles.
- 2.2. In selection of External Speakers, GBWR will also give specific consideration to ensuring diversity of External Speakers; for the avoidance of doubt, diversity may refer to characteristics including disability, sex, gender, race, religion/belief, sexual orientation, and age. Whilst GBWR recognises that it is not possible to reflect the full diversity of its community through External Speakers at each Event, it will endeavour to give ongoing due consideration across the breadth of its Events.
- 2.3. GBWR will not select, or if currently selected will deselect, External Speakers who:
 - demonstrate Values and Principles inconsistent with those of GBWR; or
 - otherwise give cause for concern that their engagement poses a risk, being reputational, financial, or other, to GBWR.
- 2.4. GBWR will also give due consideration to the location of potential External Speakers from the Event, and the financial and environmental impact of disproportionate travel. Also see section 4. with regards fees and reimbursement of expenses.
- 2.5. In selection of External Speakers, the Personnel responsible for selection for the Event ('Speaker Manager') will hold ultimate responsibility for ensuring that selected External Speakers satisfy the requisite criteria. Where the Speaker Manager has any concerns over the suitability of a selected

or potential External Speaker, they should discuss with the personnel responsible for event delivery (the 'Event Director') or, where these roles are the same, their Line Manager.

3. The role of the External Speaker

- 3.1. The Speaker Manager is responsible for briefing the External Speaker on the topic(s) and objective(s) of the Event, providing adequate information to deliver their role, and ensuring that they understand the scope of their role and any limitations on what they are to deliver.
- 3.2. The Speaker Manager should also brief the External Speaker on any potential areas of contention and provide GBWR-approved responses should they be confronted with questions on such matters, particularly for Events featuring audience engagement.

4. Fees and expenses

- 4.1. GBWR funding comes principally from grants, sponsorship, and charitable donations for the sole purpose of meeting GBWR's charitable objectives. Against this background it is essential that GBWR uses its finances wisely and that it is able to demonstrate good governance to its donors, partners, and members.
- 4.2. GBWR may choose to offer fees to External Speakers, and such fees must be proportionate to the service delivered and not excessive. The Event Director will have ultimate authority for approval of fees for External Speakers and such fees must be agreed in advance by the Event Director.
- 4.3. GBWR will reimburse External Speakers all reasonable expenses in line with its expenses policy, where such expenses may include meals, travel, and accommodation. The Event Director will have ultimate authority for approval of fees for External Speakers; the Speaker Manager should provide the Event Director an estimate of the External Speaker's expenses prior to selection.

Approved by the GBWR Board of Trustees at the meeting held 3 June 2026

To be reviewed by the GBWR Board of Trustees June 2028