



***Guild of
Professional
Toastmasters***

Code of Conduct

Date Approved:	7 September 2025	Date for Review:	6 September 2026
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As a member of the Guild of Professional Toastmasters ('the Guild'), each individual is expected to uphold the integrity, dignity, and excellence of our profession. This Code of Conduct outlines the principles and standards that all members must follow when acting in the capacity of toastmaster, master of ceremonies, or representative of the Guild, including within Guild meetings, communications and social media (including the Whatsapp Group).

Clause 1: Professionalism

Members shall conduct themselves with the utmost professionalism at all times. As such punctuality and preparation are essential for every engagement.

Members shall maintain a respectful calm and composed demeanour, regardless of the situation, with swearing strictly forbidden.

In order to maintain cover by the Guild Combined liability insurance members should only act within the expected duties of a toastmaster whilst at engagements. Where a member gives first aid intervention to an attendee at an engagement this is done so under their own insurance or personal liability.

The efficient management of the members' toastmaster business, particularly with regard to prompt and professional responses to enquiries and correspondence, should reflect the high standards of the Guild.

Clause 2: Respect & Inclusion

All individuals, regardless of background, status or belief must be treated with courtesy and respect. As such members shall foster an inclusive and welcoming demeanour, and avoid any humour, language or commentary which could be perceived as discriminatory, offensive or divisive, either in person, writing or via social media.

Members shall avoid making personal commentary, which might bring the name of the Guild into disrepute and should refrain from all topics of politics and religion.

Whilst in the same professional capacity or as a representative of the Guild, a member should not pass commentary or report on the institutions of the Royal Family or Monarchy or the Government or the UK or any other Country.

Clause 3: Integrity and Ethics

Members shall abide by the laws of The United Kingdom, or country within which they are engaged at all times, and are directed particularly to the requirements of the UK Equalities Act 2010 and the Data Protection Act 2017. As such members shall act honestly and ethically, avoiding conflicts of interest and disclosing any potential concerns to the Guild Executive Committee or organiser promptly.

Members shall not engage in or promote any form of dishonesty, misrepresentation, unethical or illegal behaviour.

Confidential information shared in the course of professional duties shall be respected and not disclosed without consent.

Clause 4: Excellence in Presentation

Members are expected to prepare thoroughly for each engagement, including understanding the audience, the purpose of the occasion, and the preferences of the hosts.

Speech, diction, timing, and presence shall reflect the highest standards of the craft. Members shall remain flexible and composed in the face of unexpected challenges, adapting professionally and maintaining control as suitable.

Clause 5: Dress and Appearance

Members shall uphold the strict Livery Standards of the Guild at all times. When in livery, wearing the insignia of the guild or on duty.

Where livery is not worn, dress shall always reflect the dignity of the Guild, expectations of the role, and be appropriate for the formality and cultural context of the engagement.

Members may join other Toastmaster Associations, Guilds, Groups, etc, however when undertaking Toastmaster duties under the name of the Guild of Professional Toastmasters, member's must only wear the insignia of the Guild of Professional Toastmaster, and may not wear the insignia of any other organisation, association, guild or group, including masonic insignia.

When undertaking toastmaster duties under the name of another Association, Guild or Group, members must not wear the insignia of the Guild of Professional Toastmasters. Only Authorised (those awarded by or on behalf of a Monarch) miniatures or orders, decorations and medals may be worn.

Remembrance Poppies may be worn during the timeline by the Royal British Legion.

Clause 6: Representation of the Guild

Members are ambassadors of the Guild and shall not act in any way that brings disrepute to the organization or its members.

Guild affiliation shall not be used for personal gain in a manner that undermines the Guild's standards or reputation.

Disputes or issues with clients, colleagues, or organizers should be handled discreetly, respectfully, and, if necessary, reported through proper Guild channels.

In dealings with the Media, a member of the Guild may identify themselves as such, however they should be cautious at all times not to express opinions as though they are the opinions or policies of the Guild. Only the Chair or Members of the Executive Committee may formally represent the Guild or make statements on its behalf.

Clause 7: Inability to cover an engagement

Where a member is unable to fulfil an enquiry for an engagement they should either refer the organiser to the Guild Website or seek consent to share their details with the Guild members or secretary. Referrals received which result in a successful booking, shall be subject to a discretionary £25 referral fee payable to the member making the referral.

Where a member is unable to cover an engagement due to being incapacitated, or unforeseen circumstances they should attempt to arrange suitable cover or inform a member of the Executive Committee as soon as possible.

Clause 8: Continuous Development

Members are encouraged to pursue ongoing development which will support them in the discharge of the duties of a Toastmaster. As such constructive feedback should be welcomed, and members shall support each other's growth and development.

Clause 9: Breaches and accountability

Any member found to be in breach of this Code of Conduct may be subject to review by the Guild Executive Committee and subject to disciplinary action.

All members must read, understand, and agree to abide by this Code of Conduct as a condition of membership to the Guild.