

# Guidelines for Members of the Public Attending a Hearing

The RTB Tribunal Hearings are open to the public for both in person and Virtual Hearings. For health and safety reasons, numbers in attendance may need to be restricted.



## When attending a Tribunal Hearing as a member of the public please be aware of the below:

- ▶ The RTB capacity at face to face hearings is limited due to health and safety room capacity. Due to this the RTB has the right to refuse members of the public entry to a tribunal hearing if the limits of capacity have been reached.
- ▶ For any members of the public attending a Tribunal hearing within the RTB offices or a virtual hearing, there is an expectation that you will behave in a respectful manner. Everyone at the hearing, including parties, witnesses, representatives and the public, must conduct themselves accordingly.
- ▶ As an attendee, the use of mobile phones is prohibited. You should not attempt to communicate with anyone involved in the case, including the Dispute Resolution Committee either during or after the hearing.
- ▶ During a virtual hearing, your microphone must be on mute and your camera turned off.
- ▶ For the privacy and protection of people attending the hearing, the taking of photographs or transmission by video or television of court proceedings, is strictly prohibited.

## Recording a Hearing:

Although the hearings are in public, recording the hearing is prohibited. No person other than the RTB or a person acting on its behalf may make a recording of proceedings before a tribunal by means of an electronic device.

If you do not follow these guidelines, the RTB can ask you to immediately stop using an electronic device, surrender any recorded material, delete any recordings that were made or leave the hearing.

For the privacy and protection of people attending the hearing, the taking of photographs or transmission by video or television of court proceedings, is strictly prohibited.

- ▶ Recording a hearing without the permission of the participants will be considered a breach of GDPR legislation.
- ▶ The Case parties themselves and the RTB can seek significant remedies in the courts, which can include injunctions, damages and costs. As such, we strongly recommend that any individual should not seek to hold or use personal data unlawfully for their own or any other purpose.

## Health and Safety

- ▶ Please observe good hand hygiene and cough etiquette while at the office.
- ▶ Please use the hand gel provided in the office as needed.
- ▶ Masks will be available at reception should you wish to wear one.
- ▶ Please sit in the seating assigned and observe social distancing while at the office.
- ▶ If you feel unwell during the hearing, please inform the Tribunal Panel.
- ▶ In the unlikely event the hearing needs to be adjourned, please follow the directions of the Tribunal Panel or RTB staff.