### **Code of Conduct for Public Contributors and Researchers**

#### Introduction

Welcome to the ***(insert organisation name/PPIE group)***! We value the contributions of everyone involved in our Patient and Public Involvement (PPI) groups, supporting the ***(insert organisation name)*** researchers. We are committed to creating a respectful and collaborative environment. By participating in one of our PPI groups, both public contributors and researchers agree to uphold the following principles:

#### 1. Respect and Inclusion

* **Embrace Diversity**: We celebrate and respect diverse perspectives, backgrounds, and experiences. Every participant should feel valued and included and should be given the time and space to comment.
* **No Discrimination**: Discrimination, harassment, or bullying based on race, gender, age, sexual orientation, disability, religion, or any other characteristic is not tolerated.

#### 2. Integrity and Honesty

* **Be Honest**: Share accurate information and let the group know of any potential conflicts of interest.
* **Give Credit**: Properly acknowledge the work and ideas of all contributors and collaborators.

#### 3. Confidentiality and Privacy

* **Respect Privacy**: Protect the privacy and confidentiality of all members of the group, anything personal discussed stays in the meeting. Personal information should only be shared with explicit consent.
* **Secure Data**: Handle all data securely, in line with relevant data protection laws and guidelines.

#### 4. Professionalism

* **Collaborate Kindly**: Engage in open, respectful, and constructive dialogue. Resolve disagreements amicably.
* **Be Reliable**: Try to be on time and if you are unable to attend a meeting let the organiser know as soon as possible.
* **Stay on Topic**: Talk about things relevant to the group's goals and understand if the chair moves the conversation on to allow for this.
* **No Distractions**: Phones should be silent or off during meetings. Only use them if something urgent comes up.

#### 5. Communication

* **Feedback**: Sharing of how the views of the group have been used to influence the research is important.
* **Regular**: Where possible, the research team will share meeting information with adequate time for diary planning. However, it is also important to note that this is not always possible due to the last-minute nature of deadlines but this should not be a regular occurrence.

Name:.........................................................

Signature:....................................................

Date:..................