**Our ground rules:**

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| **C** | **Confidentiality and Conflicts of Interest –** The information shared in and around activities/meetings is confidential. This covers the details of the research, as well as the information that others may share about their own experiences. You may be asked to sign a ‘confidentiality agreement’ by the researcher or the PPI team. Please declare any conflicts of interest that you may have. |
| **L** | **Listening and taking part**You have the right to speak and to be listened to by our staff and by each other. Please remember that this is not a forum to share issues with your care or complaints. We ask that feedback is constructive and focused on improving the quality of our research. For online meetings, cameras should be on and verbal contributions made (rather than only in the ‘Chat’). |
| **E** | **Equality -**We are strongly committed to the promotion of equality, diversity and inclusion for all. We expect the behaviour and attitudes of public contributors and staff to be consistent with this. We will not tolerate behaviour that goes against these principles and will ask anyone who does not adhere to these principles to leave the activity. |
| **A** | **Accessibility –**We will provide you with the information that you need, so you are prepared for the activity. The accessibility of information and the activity itself are important. We want to make sure your needs are met. Ahead of the activity, if you have any access requirements please do inform the PPI team. |
| **R** | **Respect –**It is important that everyone who attends our activities is treated with respect and courtesy. This includes all staff and public contributors listening to and valuing each other’s contributions, and not speaking over them. We ask that you respect the time of others by preparing for the activity and reading through information provided to you. We ask researchers to ensure activities run to time and that everyone has an opportunity to contribute. |