

Code of Conduct for Advisers

Ways of Working

Be open and inclusive. Advisers should reflect the following values in their attitude and behavior:

- Treat everyone with respect.
- Discrimination (or harassment) will not be tolerated on any grounds. This includes on the grounds of sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, colour, nationality and national origin), disability, sexual orientation, religion or belief or age.

General Conduct

Advisers will:

- Uphold the values of the ARC NWC.
- Only speak or write on behalf of the Adviser Forum with prior agreement and consent of the group.
- Not bring ARC NWC into disrepute.
- Observe collective responsibility for group decisions.
- Prepare for meetings, contribute in meetings and complete opportunity feedback forms.
- Provide accurate claims for authorised travel and expenses (as per the Public Engagement Policy).

Meeting Conduct

- The purpose of meetings is to benefit the group and ARC NWC, not specific individuals.
- Advisers are expected to follow meeting rules:
 - Phones should not be used during meetings. Phones should be switched off or turned to silent or vibrate. Advisers should leave the room to take a call, if it is necessary. Be courteous and allow others to speak. Advisers should listen and not talk while another adviser or presenter is talking.
 - If you would like to speak, please raise your hand so that facilitator can ensure you have the opportunity to say something. In an on-line meeting, use the 'raise hand' icon.
 - Keep discussion to the items on the Agenda.
 - Equal opportunities for all members.
 - Arrive on time or let the organiser know in advance that you may be late.

- Stay for the full meeting, unless there is an emergency or prior agreement.
- In on-line meetings keep your microphone on mute if you are not speaking

Responding to Opportunities

ARC NWC will strive to send you regular opportunities to be involved in coproducing research. These opportunities may be looking for advisers with particular lived experience or coming from particular seldom heard communities/with particular medical conditions. Please be mindful that all advisers should get the chance to get involved so we will prioritise new advisers over those involved in multiple projects already. If you need support or are not sure whether to apply please contact your buddy/mentor or the PPCIE&P team.

Confidentiality

- Advisers will respect the confidentiality of group members, research projects and other ARC NWC business that is discussed at ARC NWC meetings.
- Information will not be shared outside the group without prior agreement.

What You Can Expect in Return

Advisers can expect the following from ARC NWC:

- A clear role description and objectives.
- Ongoing communication and feedback.
- An induction and named contact.
- Advice and training to carry out the role and activities.
- Expenses and payment as outlined in the Public Engagement Payment Policy.
- Information, including personal details, will be confidential, safeguarded, and will not be shared without express permission.
- An agenda and support at meetings.
- Clear guidance on what advisers can influence.

Breach of Code of Conduct

Membership of the Adviser Forum is dependent on compliance with the Code of Conduct. Action will be taken against any person who breaches the Code of Conduct.

If you have any comments or concerns regarding the Code of Conduct policy, please see the Feedback and Complaints Procedure for guidance.