

Working with HDR UK: Public Contributors Code of Conduct

1. Introduction

This document outlines the standards of contribution expected from all our public contributors to ensure a positive experience when engaging with Health Data Research UK.

2. Our Commitment to You

At Health Data Research UK (HDR UK), we are committed to ensuring a positive and rewarding experience for our public contributors.

To help support this, we want to outline our agreed ways of working to create a strong partnership between our colleagues and our public contributors.

When interacting with public contributors, colleagues at HDR UK shall:

- Work towards [HDR UK's mission](#).
- Act to uphold the interests and reputation of HDR UK.
- Treat all colleagues and public contributors with respect, courtesy, and professionalism.
- Commit to [HDR UK values](#) of transparency, optimism, respect, courage and humility (TORCH).
- Adhere to [HDR UK policies](#) as established on the HDR UK website or within workstreams.
- Prioritise accessibility by:
 - identifying and addressing potential barriers to involvement.
 - ensuring our processes for arranging individual reasonable adjustments are clear.
 - supporting contributors with their accessibility needs wherever possible.
- Follow the [UK Standards for Public Involvement](#) and [Public Engagement in Data Research Initiative \(PEDRI\) good practice standards](#):
 - Offering inclusive opportunities, actively seeking out diverse voices and proactively adapting engagement and involvement approaches to make them accessible.

- Working together in ways that value all contributions and builds and sustains mutually respectful and productive relationships.
- Providing support and learning that builds confidence and skills for public involvement, including data literacy and training.
- Ensuring clear and timely two-way communication and dialogue.
- Ensuring information is freely available, accessible, and subject to wider discussions with members of the public.
- Outlining clear objectives for any public and patient involvement and engagement (PPIE) activity and document and share any impact as a result of PPIE.
- Involving the public in the decision-making process, embedding PPIE throughout the organisation.
- Aim to act on the advice and feedback from public contributors, sharing how their input has influenced changes or clearly explaining why that was not the case.

3. Your Commitment to Us

Please read the following section carefully. We ask all our public contributors to adhere to the outlined standards of behaviour. Should any concern arise around your behaviour, your key contact (the PPIE team member you are in touch with) will let you know. We will approach every behaviour concern with an open mind, compassion, and an understanding of individual circumstances. However, under certain circumstances, we may ask someone to leave their role or the event they are taking part in.

3.1 Contributing to our work

We ask you to:

- Come willing and motivated to contribute actively to discussions and activities relevant to our work.
- See yourself as an ally and collaborator with a shared commitment to achieve the best possible impact.
- Where necessary, prepare adequately in advance using the resources shared with you in advance to ensure that you understand and can contribute meaningfully.

3.2 Attending live and online events

We ask you to:

- Communicate in advance any accessibility needs, dietary requirements or general support requirements so we can help you make the most out of your experience.
- Present yourself in a manner that is respectful and considerate of others, ensuring your actions and words align with creating a positive and inclusive environment.

When attending live events:

- Prioritise the health, safety, and security of yourself and others.
- If you are experiencing symptoms of a cold/flu or other potentially infectious illness we encourage you not to attend. Instead, notify your key contact to explore alternative ways of involvement.
- All in person events will have a risk assessment completed by a member of staff, if you see anything that has the potential to or does put yourself or someone else at risk, please raise this with the event organiser or at involvement@hdruk.ac.uk.

When attending online events and meetings:

- Wherever possible engage in the event with your camera on and via your microphone when participation is requested. We know there are circumstances which may prevent some people from doing this and we encourage you to discuss this with your key contact.

3.3 Conflict of interests

We ask you to:

- Disclose any conflict of interest. A 'conflict of interest' happens when your personal interests, responsibilities or personal relationships could affect your ability to make fair decisions in your role as a public contributor.
- For example, if you or someone you know, works at a university that applies for funding from HDR UK and you are asked to review the bid within your role as a public contributor.

- If you're unsure whether something might be a conflict of interest, it's always best to discuss this with your key contact. They can help you figure out the best way to move forward the situation.

3.4. Equity, Diversity and Inclusion

We ask you to:

- Support [HDR UK's commitment](#) to fairness, facilitating diversity and inclusion in all aspects of our work by helping to create an inclusive and diverse culture, making this a safe space for everyone.
- Respect all contributions and remember that everyone's perspective is valuable.
- Contribute and communicate in a way that is respectful and keeps criticism or disagreement constructive.
- Help ensure that everyone has an equal opportunity to speak and contribute and no individual dominates the conversation. This is a shared responsibility for all as people communicate and contribute in different ways.

Bullying or acting inappropriately towards fellow public members or any colleagues you work with across HDR UK or other organisations, such as using discriminatory or hateful language, is not acceptable.

3.5 General conduct & following policy

We ask you to:

- Fulfil the responsibilities associated with your role, upholding the [values of HDR UK](#):
 - **Transparency:** we share information, insights and innovations so that we learn faster together.
 - **Optimism:** we believe that we can make things better, that we can do things differently and that we can overcome challenges to create a new and thriving health data ecosystem that benefits patients and the public, the NHS, scientific discovery and industry.

- **Respect:** we deliver better results when we work in a truly interdisciplinary way. We listen, share and respect a diversity of thought and opinion, perspective and experience. We are inclusive - leveraging and fairly attributing the expertise and capabilities of others.
 - **Courage:** we are leading the way and will be prepared to try new things, take risks, embrace ambiguity and challenge the status quo. We will contribute opinions to shape the future of health data research.
 - **Humility:** we have a lot to learn from others; and aim to be free from pride and arrogance.
- Adhere to HDR UK's expectations of confidentiality even when acting outside of your role
 - Adhere to the terms set by our [Honoraria and Expenses policy](#) when accepting to participate in involvement and engagement activities.
 - Notify your key contact as far in advance as possible if you anticipate any extended absence that may affect your ability to fulfil your responsibilities. If we are unaware of any absence periods and don't hear from you after 3 consecutive attempts, we will pause communications until we hear from you.
 - When you need to cancel pre-booked travel, notify your key contact with as much notice as possible to support refunds.
 - For some roles we may ask you to complete a DBS check (Disclosure and Barring Service), your key contact will let you know if this is the case.

3.6 Social media

We ask you to:

- Respect confidentiality and personal information when engaging on social media platforms.
- Clearly indicate the capacity in which you are acting if your personal social media accounts reference or link to your role at HDR UK.
- Do not engage with or respond to any media or public queries related to our work on social media. Please consult with your key contact for further instructions.

4 . Raising questions or concerns

If you have any questions or concerns about this document, please contact your key contact, or feel free to reach out to the PPIE Central team at involvement@hdruk.ac.uk.

We also welcome you to get in touch if you have any issues that might affect your ability to engage, whether related to interactions with other contributors or the practicalities of engaging online/in person. We will do our best to support you.

HDR UK appreciates all the valuable expertise our public contributors offer and we look forward to collaborating with you.

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