**NHS Research Scotland Mental Health Network: Code of Conduct 2021**

Our Code of Conduct is written to provide all our attendees and Network staff with a document that describes:

1. the behaviours, actions and attitudes we expect from everyone who attends any our meetings, be that in person, online or over the phone and
2. how we, the Network, will create an inclusive meeting environment where everyone attending feels safe, respected, and able to participate in ways that feel both productive and appropriate.

This Code of Conduct’s broader aims are laid out in the diagram below and how we will implement them is described in full beneath.

**For the sake of brevity the words “meeting” or “meetings” will be used to cover all types of Network events, be that meetings, group work, workshops and conferences, both face-to-face and online, where this Code of Conduct applies.**

**Be Present:**

We ask attendees to:

* arrive on time for the meeting and stay for the duration of the session where possible.
* have read and familiarize themselves with any relevant documents emailed to them in advance of the meeting.

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| **What we will do:*** Share the timings and dates of our meetings etc well in advance of the meeting itself.
* Send our attendees any agendas or required documents for the meeting well in advance of the meeting itself.
* Ensure our meetings take place in easily accessible venues
* Be available in advance of the meeting to assist with any tech needs that are required to take part in that meeting eg Zoom
* Allocate comfort breaks at regular intervals to minimize the need for attendees to leave during a meeting.
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**Be Curious:**

The Network aims to host meetings in an environment that enables everyone attending to engage in a way that feels comfortable and appropriate and asking questions, making points and engaging in discussions is part of that. We request that this is done in a manner that is in accordance with the rest of the Code of Conduct.

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| **What we will do:*** Create a meeting space where everyone attending can hear the speakers, other attendees questions/points and any public discussions that might arise from those during the meeting itself.
* Ensure that there is the opportunity to ask questions, make points and voice relevant perspectives during the meeting in a respectful and appropriate way.
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**Be Interactive:**

Often there are people from a wide variety of backgrounds, lived experience and work experience attending our meetings. We ask our attendees to be open to discussions and networking where relevant during meeting breaks with the aim of sharing knowledge, persectives and opportunities with each other. We request that this is done in a manner that is in accordance with the rest of the Code of Conduct.

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| **What we will do:*** Ensure that there are breaks during our meetings to enable networking and discussion.
* Where required eg Zoom we will provide breakout rooms to enable discussion and networking during breaks.
* Ensure our meetings are populated with people who have a variety of expertise and experience in mental health.
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**Be Respectful:**

While we encourage interaction during our meetings, we also have a responsibility to keep meetings running to time and to ensure anyone invited to speak has the opportunity to do so without interruption. To better enable this we ask the following of everyone present at our meetings:

* that questions and comments are kept until the end of a speaker’s presentation to avoid disruption, unless the speaker invites questions during their presentation.
* that anyone who has a question or a point to make alerts the Chair that they would like to contribute to a discussion by raising their hand at the end of presentations or
* The Chair will invite questions and discussion and will aim to keep the event to time.
* Be respectful of questions asked by other attendees and allow each question to be asked and replied to in full without interruption.
* Please direct all questions and comments to the content of the presentation. The Chair will not accept personal or hostile comments or questions. We ask that questions and comments are expressed calmly, clearly and as succinctly as possible.

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| **What we will do:*** Provide a Chair for each meeting and ensure that the Chair is introduced at the beginning of a meeting so that the Chair can be identified by everyone in attendance.
* The Chair will reiterate these rules at the beginning of every meeting.
* The Chair will aim to ensure the meeting runs to time.
* The Chair will have a copy of the Code of Conduct to hand to ensure the meeting runs in accordance with it.
* We will provide an anonymous Feedback Form to gather your opinions of how the meeting went and how we can improve NRSMH meetings in the future
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**Be Safe:**

A Network priority is to support and provide a safe and supportive meeting environment where people can come together in a manner that protects each person's personal safety, self-respect, dignity and feelings so that our meetings are a positive and productive experience for everyone who attends them.

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| **What we will do:*** We take the safety and wellbeing of anyone attending a Network meeting extremely seriously so at the beginning of every meeting we will highlight which member/s of staff are available to speak to should you have any concerns during the meeting.
* Should you prefer to email a Network staff member about any concerns you experienced during a NRSMH meeting after the meeting has concluded, please send that email here: Catherine.Deith@ed.ac.uk
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**Adherence to the Code of Conduct:**

* **We expect all conference participants to follow the rules outlined in this code of conduct.**
* **The Chair of the session has the right to draw a discussion, or the session itself, to a close if they feel it is necessary.**
* **The Chair and/or conference organisers reserve the right to ask all individuals to adhere to these rules, and to ask an individual to leave the ASM if they continue to violate the code of conduct.**