

Coproduction Group Code of Conduct.



This is the code of conduct for **Coproduction Groups in Sefton.**

A code of conduct is an agreement about how members of the group will behave at the meetings. It tells us what is ok and what is not ok.

Agreements for meetings.



- Everyone is equal in the meeting.
- Don't talk over each other, let one person talk at a time.
- Respect each other's views and listen to other people's opinions.



- Use your hand to tell us you want to join in, so everyone gets a turn to speak.
- The chairperson will ask you to speak one at a time.
- Everyone will be given a chance to share their ideas in the meeting or after if you prefer.



- Information shared at the meeting must be kept confidential.
- Speak clearly and use simple language.
- If you need to take a phone call please step out of the meeting.



- Stay to the times on the agenda.
- Keep to the point.
- People meeting in person need to remember that there may be people in the meeting but on the computer.



If you are in the meetings on the computer.



- Don't include personal information if you leave messages in the chat.
- Please switch the microphone off when you are not speaking.
- Use the hand up function if you want to say something.
- If you need to have your phone with you, please put it on silent or vibrate.
- If you need to take a call switch the microphone and camera off.



Please follow the code of conduct.

Those arranging the project will lead the meetings and make sure everyone can take part.

You may be asked to leave the meeting if you do not follow the rules.

