



The Code of Conduct for PHUSE is one of the ways we put our values into practice.

It is built around the recognition that everything we do in connection with our work will be, and should be, measured against the highest possible standards of ethical conduct. We set the bar that high for practical as well as aspirational reasons; our commitment to the highest standards ensures we work with our volunteers to create quality products and attract loyal members of the community. Respect for our community, for the opportunity, and for everyone we reach with our work are foundational to our success and are something we need to support every day.

It's impossible to spell out every possible ethical scenario we might face. Instead, we rely on one another's good judgement to uphold a high standard of integrity for ourselves and for PHUSE.

So please follow both in spirit and letter, always bearing in mind that each of us has a personal responsibility to incorporate the principles of the Code and values into our work. And if you have a question, don't be silent. We want – and need – to hear from you.

---

**Contents**

All Members of the Community	3
SERVE THE COMMUNITY	3
Antitrust Guidelines	3
Vendor Neutrality	3
Intellectual Property	3
Plagiarism	4
Drugs and Alcohol	4
Vendor Conduct	4
Diversity & Inclusion	4
Equal Opportunities	4
Harassment, Discrimination, and Bullying	5
Take Action	5
Volunteers in Leadership Roles	5
SERVE OUR COMMUNITY	5
Integrity	5

Usefulness	5
Privacy and Security	6
Intellectual Property	6
Responsiveness	6
AVOID CONFLICTS OF INTEREST	6
Advisory Roles and Board Seats	6
Accepting Gifts, Entertainment, and Other Business Courtesies	6
PROTECTING THE ASSETS OF PHUSE	7
Personal Data	7
ENSURE FINANCIAL INTEGRITY & RESPONSIBILITY	7
Spending PHUSE's Money	7
Signing a Contract	8
Reporting Financial or Accounting Irregularities	8
GUIDELINES ON TRAVEL	9
Principles to Follow	9
Good Judgment	9
Travel outside the Home Country	9
OBEY THE LAW	9
Anti-bribery Laws	10
Non-government relationships	10
Dealing with government officials	10

## All Members of the Community

### SERVE THE COMMUNITY

The community values PHUSE not only because it provides meaningful interactions (such as our events and working groups), but because we hold ourselves to the highest standard in how we operate. Keeping the following principles in mind will help us to maintain that high standard:

#### **Antitrust Guidelines**

PHUSE working groups facilitate discussions among regulatory agencies, industry, and other stakeholders that inform and improve computational science to support product development and review. They bring together technical experts in specific areas to collaborate on computational science, describe best practices in challenging areas, and propose methods for addressing knowledge gaps. These non-confidential, pre and post competitive technical issues relevant to industry would not be considered as antitrust violations. However, where individuals employed by competitors contribute to PHUSE Working Groups there is a risk that antitrust rules are infringed. To ensure compliance with global competition laws participants **MUST NOT** discuss company prices and pricing strategy, terms of sales, information on individual suppliers or customers, or information on company plans concerning technology or investments. If you believe any of these or other issues may be inappropriate for discussion speak up in the meeting, additionally we strongly encourage you to immediately report the incident to a PHUSE Board member. Similarly, if you learn of any such incident, you should immediately report it to a PHUSE Board member who will promptly and thoroughly investigate any complaints and take appropriate action.

#### **Vendor Neutrality**

PHUSE will not favour one software, standard or programming language to the detriment of others, and we will always look to provide an impartial platform for all ideas to be shared, discussed and documented openly, transparently and factually. If you believe these principles have been violated, please speak up and we strongly encourage you to immediately report the incident to a PHUSE Board member. Similarly, if you learn of any such incident, you should immediately report it to a PHUSE Board member who will promptly and thoroughly investigate any complaints and take appropriate action. Comments by individuals at a PHUSE event or within a Working Group should not be seen as representative of PHUSE.

#### **Intellectual Property**

PHUSE's intellectual property rights are among our most valuable assets. Unauthorised use can lead to their loss or serious loss of value. You must respect all copyright and other intellectual property laws, including laws governing the fair use of copyrights, trademarks, and brands. You must never use PHUSE's (or its affiliated entities') logos, marks, or other protected information or property for any business or commercial venture without pre-clearance from the PHUSE Board of Directors.

All PHUSE deliverables (including, but not limited to, working group deliverables, Wiki content, Connect proceedings etc.) are freely available for public, unlimited and unrestricted global use. From time to time, PHUSE may request basic recorded information e.g. name, email, country, in order to track adaptation and uptake of specific deliverables. In these situations, further details regarding privacy of data are provided on the download page.

### **Plagiarism**

All content, including Connect proceedings (papers and slides content) and PHUSE Working Group Deliverables must be the author(s) own work. Where ideas or work by others is included, this must be disclosed and appropriately acknowledged and referenced.

The use of AI (artificial intelligence) solutions as tools in the development of content is permitted. The core of the work, the ideas, and the expression of those ideas must be the work of the author(s). In line with traditional sources, the use of AI tools should be disclosed and appropriately acknowledged and referenced.

### **Drugs and Alcohol**

Consumption of alcohol is not banned at our events but use of good judgment and self-awareness should lead away from impaired performance or inappropriate behaviour, endangerment for the safety of others, or violations of the law. Illegal drugs at our events are strictly prohibited.

### **Vendor Conduct**

As part of Event benefits, Vendors will receive access to attendee data ahead of the event, and attendee details at the event. Every vendor is responsible for ensuring contact with attendees is appropriate, avoids repeatedly messaging the individuals concerned, and are sensitive to whether an individual is open to being approached at events/virtually. While we recognise the commercial advantages in releasing this data, and allowing for data capture at events, we expect that our attendees are treated courteously and a rejection to engage is respected.

### **Diversity & Inclusion**

We are committed to a supportive environment, where we hope to provide our community with the tools to reach their fullest potential. Through this, the entire PHUSE community is expected to do their utmost to create a culture that fosters growth, and one that is free of harassment, intimidation, bias, and unlawful discrimination.

### **Equal Opportunities**

We strictly prohibit unlawful discrimination or harassment on the basis of race, colour, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law. We also make all reasonable accommodations to meet our obligations under laws protecting the rights of the disabled.

## **Harassment, Discrimination, and Bullying**

PHUSE prohibits discrimination, harassment and bullying in any form. If you believe you've been bullied or harassed by anyone at a PHUSE event or in the course of any PHUSE activities, we strongly encourage you to immediately report the incident to a PHUSE Board member. Similarly, if you learn of any such incident, you should immediately report it to a PHUSE Board member who will promptly and thoroughly investigate any complaints and take appropriate action.

### **Take Action**

Any time you feel our community is not being well-served, please let someone in the Board of Directors know about it. Continually improving what we offer takes all of us, and we're proud that we take the initiative to step forward when the interests of the community are at stake.

If you learn of any incident that you feel breaches the Code of Conduct, you should immediately report it to a PHUSE Board member who will promptly and thoroughly investigate any complaints and take appropriate action.

## **Volunteers in Leadership Roles**

All members of the PHUSE community, including Directors, Connect Chairs, Working Group Leads, Committee members are all volunteers and receive no financial compensation for any of their PHUSE related activities.

Those in Leadership roles are subject to additional expectations in how they discharge their responsibilities over and above those that apply to the entire PHUSE Community.

## **SERVE OUR COMMUNITY**

The community values PHUSE, not only because it provides meaningful interactions (such as our events and working groups), but because we hold ourselves to a higher standard in how we treat the community and how we operate more generally. Keeping the following principles in mind will help us to maintain that high standard:

### **Integrity**

Our reputation as an organisation that our community can trust is our most valuable asset, and it is up to all of us to make sure that we continually earn that trust. All our communications and other interactions with you should increase your trust in us.

### **Usefulness**

Our events, working groups, websites and other services should make PHUSE more useful for all the community; each deliverable or event should be considered and analysed on its own merits, based on benefit to our community and/or patients through our guiding principle: *"Is what we are offering useful?"*

## **Privacy and Security**

Our security procedures strictly limit access to and use of personal information and require that each of us take measures to protect data from unauthorised access. Know your responsibilities under these procedures, and collect, use, and access personal information only as authorised by applicable data protection laws.

## **Intellectual Property**

Respect the intellectual property rights of others. Inappropriate use of others' intellectual property may expose PHUSE and you to criminal and civil fines and penalties. Please seek advice from the PHUSE Board of Directors before you solicit, accept, or use proprietary information from individuals outside the organisation or let them use or have access to PHUSE proprietary information.

## **Responsiveness**

Part of being useful and honest is being responsive: We recognise relevant feedback when we see it, and we do something about it. We take pride in responding to communications from our community, whether questions, problems, or compliments. If something is broken, we fix it. The PHUSE Board reserves the right to withdraw any award at any time.

## **AVOID CONFLICTS OF INTEREST**

When you are in a situation in which competing loyalties could cause you to pursue a personal benefit for you, your friends, or your family at the expense of PHUSE or our community, you may be faced with a conflict of interest. All of us should avoid conflicts of interest and circumstances that reasonably present the appearance of a conflict.

## **Advisory Roles and Board Seats**

Avoid accepting advisory positions, or Board seats with organisations similar to PHUSE when your judgment could be, or could appear to be, influenced in a way that could harm PHUSE or lead to a perceived conflict of interest.

## **Accepting Gifts, Entertainment, and Other Business Courtesies**

Accepting significant gifts, entertainment, and other business courtesies from a PHUSE partner or vendor can easily create the appearance of a conflict of interest.

Generally, acceptance of inexpensive "token" non-cash gifts is permissible. In addition, infrequent and moderate business meals and entertainment with clients and infrequent invitations to attend celebratory meals with clients can be appropriate aspects of many PHUSE business relationships, provided that they aren't excessive and don't create the appearance of impropriety.

## PROTECTING THE ASSETS OF PHUSE

PHUSE has a well-earned reputation for providing high quality events, working groups and communications. Our ability to continue these practices depends on how well we conserve our resources and protect our information.

### Personal Data

We collect and store personal information from the community around the world. Access this data only in line with local law and PHUSE internal policies. Be sure to handle personal data in line with these laws and processes.

## ENSURE FINANCIAL INTEGRITY & RESPONSIBILITY

Financial integrity and fiscal responsibility are core aspects of corporate professionalism. This is more than accurate reporting of our financials, though that is certainly important. The money we spend on behalf of PHUSE is not ours.

Each person at PHUSE has a role in making sure that money is appropriately spent, our financial records are complete and accurate, and internal controls are honoured. This matters every time we enter into any deals on behalf of PHUSE.

To make sure that we get this right, PHUSE maintains a system of internal controls to reinforce our compliance with legal, accounting, tax, and other regulatory requirements in every location in which we operate.

### Spending PHUSE's Money

A core PHUSE value has always been to spend money wisely. When you submit an expense for reimbursement or spend money on behalf of PHUSE, make sure that the cost is reasonable, directly related to PHUSE, and supported by appropriate documentation. Always record the purpose (e.g., if you take someone out to dinner on PHUSE, always the full names and titles of the people who attended as well as the reason for the dinner) and comply with other submission requirements. If you're uncertain about whether you should spend money or submit an expense for reimbursement, check with the PHUSE Office.

The following items will not be reimbursed by PHUSE:

- Personal (non-business related) and spousal/family travel expenses
- Limousine travel unless this is the only method available
- Entertainment expenses such as movies, spa or exercise charges, Participation in or attendance of any sporting event (baseball, golf, tennis, car racing, football, etc.)
- Membership dues (e.g., country club, athletic club, golf/tennis club or similar recreational organisations)
- Purchase of any sporting equipment
- Clothing or luggage purchases

- Entertainment expenses other than dinner for a group conducting business for PHUSE (e.g., bar/nightclub, etc.), unless supported by a specific justification (e.g., Connect closing night committee party)
- Frequent traveller mileage or traveller points that cost a fee or any type.

No later than one month after returning from a business trip, individuals need to submit an expense report for approval. If the expense report is submitted more than a month after the expense, PHUSE is under no obligation to reimburse the claimed expenses.

PHUSE Board Members may choose to receive a PHUSE Corporate Credit Card to use for business purchases or they may use a personal credit card. If a PHUSE Corporate Credit Card is issued, it will be in the name of the director or officer and payment of all credit cards bills will be the responsibility of PHUSE. All card holders should submit expense reports detailing charges made to the PHUSE credit card or personal credit card, reason for the expense, and original receipts upon 30 days from returning from their business trip. PHUSE Corporate Credit Cards must only ever be used for PHUSE official business expenditure.

PHUSE Board Members submit budgets for approval. These budgets are geared to keep PHUSE running on a day by day and event by event basis.

Any invoice relating in a Board-approved budget is deemed to have been approved by the Board. Outside of this, a Board Member can self-authorise spend up to £10,000. Any amount over £5,000 needs to be documented at the following board meeting.

Any exceptional spending request over £10,000 needs pre-approval by a quorum of board members.

### **Signing a Contract**

Each time you enter into a business transaction on behalf of PHUSE, there should be documentation recording that agreement, approved by the PHUSE Board of Directors. Never sign any contract on behalf of PHUSE unless you are authorised to do so by the PHUSE Board of Directors and the contract has been approved. Also ensure that you have studied the contract, understood its terms and decided that entering into the contract is in PHUSE's interest.

All contracts at PHUSE should be in writing and should contain all the relevant terms to which the parties are agreeing – PHUSE does not permit “side agreements,” oral or written.

### **Reporting Financial or Accounting Irregularities**

It goes without saying that you should never interfere in any way with the auditing of PHUSE's financial records. Similarly, you should never falsify any record or account.

If you suspect or observe any of the conduct mentioned above or, for that matter, any irregularities relating to financial integrity or fiscal responsibility, no matter how small, immediately report them to the PHUSE Board of Directors.



All financial documents are stored securely by either the PHUSE Office or the PHUSE Accountants. Documents will be stored for at least seven (7) years as per UK HMRC requirements.

## **GUIDELINES ON TRAVEL**

### **Principles to Follow**

Attendance at PHUSE, or non-PHUSE, events is necessary depending on individual roles and business need. These are planned and confirmed by the PHUSE Board on an annual basis. Ad hoc travel that is outside of this annual planning process needs to be noted in the monthly board reports.

Wherever possible, travellers will seek travel reimbursement through their own companies first. If this is not possible, PHUSE will support travel. The PHUSE Office are available to assist with booking, if required.

PHUSE will pay according to the following rules:

- Flights must be economy class, or the individual may pay for an upgrade at their own expense.
- Membership of an airline loyalty programme, including club / lounge access is permissible at your own expense.
- All rail fares should be booked as standard class or be business appropriate.
- Consider safety, legality, travel time as well as cost when deciding to use taxis, app-based services or public transport.

### **Good Judgment**

PHUSE is a community of trust, and no Policy can cover every eventuality. Travelers are expected to demonstrate good judgement and financial stewardship of PHUSE's limited resources as a non-profit when making travel decisions.

### **Travel outside the Home Country**

In general, travel to parts of the world under a Travel Warning issued by a volunteer's home government Foreign Travel Advice (e.g., [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)), or similar, should be avoided as such locations may be dangerous.

Volunteers traveling outside their home country for PHUSE business may require a travel visa for their destination. They are expected to obtain visas when necessary with enough lead time to avoid urgency fees. They may be reimbursed reasonable travel-visa related costs including visa fees and reasonable fees to third-party visa courier services.

## **OBEY THE LAW**

PHUSE takes its responsibilities to comply with laws and regulations very seriously and each of us is expected to comply with applicable legal requirements and prohibitions. While it is

impossible for anyone to know all aspects of every applicable law, you should understand the major laws and regulations that apply. A few specific laws are easy to violate unintentionally and so are worth pointing out here:

### **Anti-bribery Laws**

Like all organisations, PHUSE is subject to lots of laws that prohibit bribery in virtually every kind of commercial setting. The rule for us at PHUSE is simple – don't bribe anybody, anytime, for any reason. Even the perception of bribery could bring PHUSE into disrepute – please ensure you operate with caution to avoid even the perception of bias and if in doubt, consult a Board member.

### **Non-government relationships**

You should be careful when you give gifts and pay for meals, entertainment, or other business courtesies on behalf of PHUSE. We want to avoid the possibility that the gift, entertainment, or other business courtesy could be perceived as a bribe, so it's always best to provide such business courtesies infrequently and, when we do, to keep their value moderate.

### **Dealing with government officials**

Offering gifts, entertainment, or other business courtesies that could be perceived as bribes becomes especially problematic if you're dealing with a government official. "Government officials" include any government employee; candidate for public office; or employee of government-owned or -controlled companies, public international organisations, or political parties.

Several laws around the world, including the U.S. Foreign Corrupt Practices Act and the UK Bribery Act, specifically prohibit offering or giving anything of value to government officials to influence official action or to secure an improper advantage. This not only includes traditional gifts, but also things like meals, travel, political or charitable contributions, and job offers for government officials' relatives. Never give gifts to thank government officials for doing their jobs. By contrast, it can be permissible to make infrequent and moderate expenditures for gifts and business entertainment for government officials that are directly tied to promoting our products or services (e.g., providing a modest meal at a day-long demonstration of PHUSE services). Payment of such expenses can be acceptable (assuming they are permitted under local law) but may require pre-approval from the PHUSE Board of Directors.