



Code of Conduct

This code applies to all members of Leighton Linslade Timebank.

By joining Leighton Linslade Timebank and/or participating in activities organised by the Timebank, you agree to the following.

Member exchanges:

- do each task at the time and place I agree to do it, or give as much notice as possible if I can't;
- only carry out a task if I believe I am competent to do it, and I know that I can do it safely;
- accurately report the hours that I have spent on a task

Contact with other members:

- treat everyone with respect;
- respect other members' rights to personal privacy;
- respect other members' property;
- remember that someone else might misinterpret your actions, no matter how well-intentioned;
- be aware that any physical contact with children, young people or vulnerable adults may be misinterpreted;
- recognise that special caution is required when you are discussing sensitive issues with children, young people or vulnerable adults;
- operate within Leighton Linslade Timebanks guidance and policies;
- challenge unacceptable behaviour;
- report all allegations/suspicions of abuse (as per the Safeguarding policy).

You must not:

- bully or harass any person;
- offer or accept money (small non-monetary tokens of appreciation, when these are offered freely by another member can be accepted) petrol expenses should follow our guidance;
- disclose information given to you in confidence, or information acquired by you of a confidential nature, unless you have the consent of the person authorised to give it to you, or are required to do so by law. (with issues of Safeguarding, refer to the policy)
- bring non-members of the Timebank along with you on time exchanges without prior consent
- leave another person with children or vulnerable adults whilst they are in your care;
- have inappropriate physical or verbal contact with children, young people or vulnerable adults;
- allow yourself to be drawn into inappropriate behaviour;
- participate in the Timebank whilst under the influence of illegal drugs or alcohol;
- agree to take part in timebanking transactions outside of the timebank.

I agree that any behaviour that breaches this code of conduct is unacceptable and may lead to the suspension or withdrawal of my Timebank membership.