



Code of Conduct

This is Amphill & Flitwick Timebank's Code of Conduct, which you must agree to abide by in order to become a Member.

1) INTRODUCTION

- a) This code applies to you as a member of Amphill & Flitwick Timebank.
- b) It should be read and followed with other guidance and advice given by Amphill & Flitwick Timebank including the Timebank ground rules printed in the Members Handbook.
- c) You must comply with the Code of Conduct whenever you are involved in Timebank transactions.

2) YOU MUST:

- a) treat others with dignity and respect;
- b) do each task at the time and place I agree to do it, or give as much notice as possible if I can't;
- c) only carry out a task if I believe I am competent to do it, and I know that I can do it safely;
- d) do tasks on my own or with other Timebank Members (I will not bring other friends to help do a task);
- e) accurately report the hours that I have spent on a task (and renegotiate with the Member if it appears to be taking longer than was originally agreed);
- f) as far as possible, give constructive rather than critical feedback on any task done for me;
- g) ensure that any resources made available to you are well cared for and returned in sound condition;
- h) only use for Timebank purposes any telephone, computer, internet access, tools, plant or materials you are provided with and only use it for purposes appropriate for the tasks you have undertaken;
- i) declare to the broker and any gifts received in the course of your Timebank activity;
- j) contact the Timebank if a difficulty or problem arises.

3) YOU MUST NOT:

- a) take part in a transaction which has not been pre-arranged by Ampthill & Flitwick Timebank itself, as you will not be covered by the scheme's insurance
- b) do anything which breaches the Equality Policy;
- c) bully, abuse, harass or discriminate any person;
- d) refrain from pressurising other Members to accept any political, religious or spiritual beliefs;
- e) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware is of a confidential nature except where you have the consent of the person authorised to give it or you are required by law to do so;
- f) drink alcohol, take illegal drugs, or smoke indoors while doing a task for another Member, or receiving one
- g) consume someone else's food and drink when freely invited to do so
- h) drive another Member's vehicle unless I am invited to do so, have the correct licence, and having checked adequate insurance cover is in place
- i) attempt to use your membership of Ampthill & Flitwick Timebank to secure advantage for yourself or others; or

4) PRINCIPLES

Timebank is fully committed to the principles of Selflessness, Integrity, Equality, Honest and Openness and expects the same from all its members.

I agree that any behaviour that breaches this Code of Conduct is unacceptable and may lead to the suspension or withdrawal of my Ampthill & Flitwick Timebank membership.

