

## BBW COMMUNITY EXCHANGE: CODE OF CONDUCT

1. The currency for the Community Exchange is time and everybody's hour has the same value.
2. Everyone who participates to help someone will record and follow our rules and procedures as set out in the Community Exchange handbook.
3. There is no limit to the number of hours (or time credits) a person can accrue. However, spending hours is dependent on the services offered by the Community Exchange at that time.
4. You should respect another participant's privacy or confidentiality.
5. You should respect other participant's viewpoints, and not pressure another participant to accept religious or political beliefs.
6. You should not involve your friends or relatives in activities by bringing them to a participant's home or venue unless agreed prior to the exchange.
7. The Community Exchange forbids accepting money, gifts or tips from other participants. Please get in touch with us if you would like to make a donation.
8. The Community Exchange expects that you will always treat other participants respectfully.
9. We do not accept any type of bullying or harassment (physical, verbal or emotional) and in such instances the persons involved will be spoken to and if it continues they may be excluded from the Community Exchange.
10. Anyone who is unhappy with the Community Exchange or any of its members must raise the issue with us.
11. Any breaches of the rules, procedures, and guidelines in the Community Exchange handbook may lead to withdrawal of your membership. The decision will be made fairly by the partnership group.
12. By signing this document, you hereby agree to abide by the Community Exchange rules and regulations.

**I AGREE TO ABIDE BY THE COMMUNITY EXCHANGE CODE OF CONDUCT**

**Signed:**

**Date:**

**Full name:**