



**West Wight Timebank is a community project  
that operates under Action 4 Support CIC**

## **GROUND RULES**

Time Bank ground rules: As a member of Time Bank I agree to:

1. Abide by the Regulations of West Wight Timebank of which I have retained a copy
2. Carry out time transactions with regard to the Lone Working Policy available from the coordinator
3. Respect another member's privacy or confidentiality
4. Respect other member's viewpoints, and to not pressure another participant to accept my religious beliefs or political views.
5. Not involve my friends or relatives in Timebank activities by bringing them to a participant's home or venue of time exchange, unless agreed with the Time Bank as being part of a group activity.
6. Not ask for or accept money, gifts or tips from other members.
7. Not eat or drink a member's food and drink, unless invited to do so.

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West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,  
PO41 0TX

Tel: 07872 304 294 Email: [info@wwtb.org](mailto:info@wwtb.org)

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451





8. Follow a no smoking policy in a participant's home or venue of time exchange.
9. Not use any possessions of the Timebank member, including the telephone, unless given clear permission to.
10. Always treat other members respectfully.
11. Not exchange hours unless the Timebank is aware (otherwise forfeit insurance cover).
12. Should you ever decide to leave the Timebank, after 28 days we will delete your membership. Any unused time credits will be donated to our community pot unless you nominate another member or organisational member.
13. I give my permission for information collected from my application form to be held on specific software provided by Timebank UK. By providing this information, you are agreeing to it being used for the running of the Timebank. If at any time you want to remove your data from the software package, I will let the Timebank coordinator know.

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## Declaration

I understand West Wight Time Bank will maintain a photographic record of the activities undertaken by participants. These may be used in our newsletter and for general publicity, including the Time Bank's UK website. I give my permission for photos to be used for the Time Bank publicity, and I agree to have my photograph taken to verify my identity, and to use any photographic identity I am supplied with.

By signing, I am agreeing to abide by the above ground rules.

Signed \_\_\_\_\_

Full name (in capital letters) \_\_\_\_\_

All Time Bank members will be bound by our policies and procedures.

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