

## Code of Conduct

Helen Owen Marketing Enterprises (HOME) is a not-for-profit marketing company that seeks to help charities with their marketing. As a not-for-profit company HOME relies on the generosity of many volunteers and aims to provide a positive working environment for everyone concerned – that includes all of our volunteers, suppliers and people that we meet in the ROC Advice Centre.

For those wishing to work at H2O Services either as a temporary work experience or more permanent place we ask that you follow this simple code of conduct.

1. Please do not make fun of other people – even if you think their personality's traits bring amusement to you.
2. Please do not exclude anyone from any activities.
3. Please do not share private jokes with other individuals – if it is funny then we would all like to know.
4. Please do not private message each other – if you have anything to say then speak out loud to everyone. (This includes texting too).
5. Please do not whisper to other individuals – we would all like to know what you are saying.
6. Please do not speak in any other language that is not English.
7. Please do not tell lies – we find that honesty IS the best policy – even if you have made a mistake.
8. Please try to be at work on time. If you are late then it is your responsibility to make up the time (and to make the tea).
9. Whilst you are working at HOME please do the best you can to work while you are here. The office is only open from 10am to 3pm so we're really not asking for too much!
10. We understand that there may be times when work isn't fun for you – if this is ever the case then please do let us know and we'll do our best to help!
11. Please keep the office tidy and don't let others do all the hard work.
12. Please do what you can to make working at HOME a positive environment for everyone concerned.

If you can't follow all of these points then HOME probably isn't the best place for you to be and we ask that you might want to work elsewhere!