

## **SEDONA VERDE VALLEY TIMEBANK**

I have read, understand and agree to the following:

### **Code of Conduct Agreement**

As a Sedona Verde Valley TimeBank (SVVTB) member, I agree:

1. Clarify all details\* of my time transaction before meeting with my partner.
2. Respect my exchange partner's privacy and confidentiality.
3. Recognize that my TimeBank service is voluntary.
4. Respect my exchange partner's home, property, and valuables.
5. Post and maintain at least one offer and one request on the SVVTB website with my availability. Seek out offers from other SVVTB members that appeal to me.
6. Communication is key to a successful TimeBank and that it is my responsibility to answer all SVVTB phone calls and emails directed to me. I will respect SVVTB member's privacy and confidentiality by not sharing phone, email address and residency address with people outside the SVVTB membership network.
7. Abide by the policies of the SVVTB.

\* Under circumstances where the exchange involves services such as transportation, childcare, eldercare, plumbing, etc., it is the responsibility of the requestor to ascertain the competency of the server to the extent that meets the user's level of comfort.