

# Code of conduct



## Access to the Hub

In order to book the Hub you must be over 18 and either an employee or a volunteer of the charity booking the space

All visitors to the Hub, must have registered and booked the space prior to arrival

If using the meeting room, all participants must be registered at reception

The Community Hub is open 9 to 5 Monday to Friday, no visitors are permitted in the Hub outside of these hours

You cannot access the main Ansvar office unless accompanied by a member of Ansvar staff

## Using the Hub

The Hub is to be used by charities and their employees or volunteers

We ask that a charity's clients/service users do not use the Hub as this is a stipulation of our lease

Leave the office space and facilities as you find them

Treat everyone fairly and without prejudice or discrimination

Ensure language is appropriate and not offensive or discriminatory

While using the Hub act with integrity and honesty

Respect everyone's right to personal privacy and ensure that any personal information is kept secure and not disclosed

While in the Hub 16 - 18 year olds should be kept under supervision at all times

Feel free to bring your own (non-alcoholic) drinks and snacks with you to the Hub, but please note that we do not have the facilities to heat food

Please do not open or close the partition wall. If the wall needs to be moved please speak to the Office Manager who can help you

Our aim is to help as many organisations as possible, therefore we may hold you on a waiting list and change users regularly, to ensure it can be used by all

Please remove all belongings at the end of your visit

