 EMMAUS BRISTOL 

**Companions Licence Agreement – Shaftesbury House**

* This Licence lays out the agreement between Emmaus Bristol and the Companion named below to provide and receive Supported Accommodation at Shaftesbury House within the Emmaus Bristol Community. It confirms that the Companion has had the Guidelines for Companions explained to them, and that they agree to live and work according to the Emmaus Principles described by the Emmaus International “Universal Manifesto” and interpreted by Emmaus Bristol, to the best of their ability.
* In particular, the rules of the Community are as follows: As a Member of the Emmaus Bristol Community **I will**;
	+ Accept the Principals of Emmaus as interpreted by Emmaus Bristol.
	+ Take an active part in the life of the Community.
	+ Treat everyone and everything within the Community with respect.
	+ Work for a minimum of 37.5 hours per work to the best of my ability in whatever role is asked of me.
	+ Accept that I work here as a Volunteer and not an Employee.
	+ Agree to set up a Credit Union Account after 5 months in the Community.
	+ Keep my room & contents in an acceptable condition including cleaning & tidying regularly. *Regular room checks are carried out as part of our Health & Safety monitoring.*
* As a Member of the Emmaus Bristol Community **I will not**;
	+ Bring or consume any alcohol in or outside any Emmaus Bristol property, including vehicles, and also The Dings Park.
	+ Be in any communal area after having consumed an alcoholic drink, except for the entrance hall, stairs and corridors on the way to my room.
	+ Bring or use illegal or non-prescribed drugs in or outside any Emmaus Bristol property, including vehicles, and also The Dings Park.
	+ Smoke anywhere within Emmaus Bristol property, including vehicles, except my bedroom, as long as smoking does not take place in bed.
	+ Be violent, aggressive or abusive towards others. *Bullying, intimidation or abuse is taken seriously and can lead to me being asked to leave the Community.*
	+ Claim any Benefits, other than Housing Benefit, or receive any other funds unless firstly agreed with the Community Leader.
	+ Remove any property belonging to other Companions, the Community or Customers from Emmaus Bristol property with the aim of depriving the other of it, or of supplying others not legally entitled to the property.
	+ Use or remove from the Community any tools or equipment, including vehicles, without permission and authority from a Staff Member.
	+ Keep any pet without prior agreement with the Community Leader.
* *These are the main rules, further information can be found in the Companion Handbook, available to anyone on request. Please ask an experienced Companion or Member of Staff if you have any questions.*
* I understand and accept that failure to keep these rules or to observe the spirit of Emmaus and in particular the spirit of this Community may mean that I will be asked to leave, and in serious cases to leave immediately.
* I accept that the Community Leader’s (or his Deputy) decision is final on all matters regarding my membership of this Community. *There is an Appeals Procedure which you are encouraged to use if you feel there has been a wrong decision made.*
* I am not claiming **any** benefits from the Benefits Agency (other than Housing Benefit) and have no other income except that which I have declared to the Community Leader or his Assistant.
* I accept that the weekly payment for my room and for the use, with other Companions, of the communal parts of the Community is £176.00 per week, or such amount as may be agreed from time to time, that the room I occupy may be varied from time to time as the Community Leader may decide, and that I occupy my room under licence, the conditions of which are the continued acceptance and abiding by the Guidelines for a Companion.
* I accept that if I leave the Community without notification and/or cleaning my room, I will forfeit my leaving money as a charge for room cleaning.
* Any property left in the Community after I leave will be stored for 6 weeks and then disposed of.
* **If as a result of false information given by myself my housing benefit claim is rejected, I accept liability for any rent that may be due.**

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| **Print Name**  |  |
| **Signed** |  |
| **Signed on behalf of Emmaus Bristol** |  |
| **Date** |  |