**Companion Licence Agreement**

* This Licence lays out the agreement between Emmaus Bristol and the Companion named below to provide and receive Supported Accommodation within the Emmaus Bristol Community. It confirms that the Companion has had the Companions Handbook explained to them and that they agree to live and work as set out below.
* 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.
	+ Volunteer for a minimum of 37.5 hours per week which may include a weekend day, 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 10 weeks in the Community.
	+ Keep my room and 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 inside, or the immediate vicinity of any Emmaus Bristol property including all vehicles.
	+ 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, or the immediate vicinity of any Emmaus Bristol property, including vehicles,
	+ Smoke anywhere within Emmaus Bristol property, including vehicles, except my bedroom, as long as smoking does not take place in bed and the smoke alarms is not covered.
	+ 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 CEO.
	+ 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 CEO.
* 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 evicted, and in serious cases asked to leave immediately.
* I accept that the CEO decision is final on all matters regarding my stay in Emmaus Bristol 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 CEO.
* I accept that the weekly payment for my room and for the use, with other licensees, of the communal parts of the Community is £169.87 per week and £133.69 is covered by housing benefit. This figure can change on agreement with Bristol City Council. If my housing benefit is means tested and reduced I will be required to pay a top-up to £133.69\*.
* I occupy my room under licence, the conditions of which are the continued acceptance and abiding by the rules set out above.
* I accept that if I leave the Community without notification and/or cleaning my room, I will forfeit my savings held at Emmaus Bristol (maximum held £100) 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** |  |

\*This does not apply to solidarity places

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| --- | --- | --- | --- |
|  | **Emmaus Bristol will provide:** | **The companion will:** |  |
| LIVE | * Safe and stable accommodation, which is well maintained for as long as you need it.
 | * Respect the accommodation, keeping it clean, tidy and looked after.
 | LIVE |
| * Food, clothing, bedding, towels and essential toiletries.
 | * Consider others, and not take more than my fair share of resources.
 |
| * A regular allowance, help to set-up a bank account and opportunities to save for the future.
 | * Sign off all benefits, with the exception of housing benefit, and not borrow money from other companions.
 |
| * Support to register with a GP and dentist, and to access other health and wellbeing agencies / services you may need.
 | * Take responsibility for making and keeping my medical appointments and be open and honest with staff about my health and wellbeing.
 |
| WORK | * Work in a social enterprise, linked to the community. Here, you will work with others, to contribute to the success and sustainability of the community.
 | * Contribute to the social enterprise, working 5 days a week to the best of my ability, and be a willing and supportive member of the team.
 | WORK |
| * Training appropriate to your work, and a record of and recognition of your achievements.
 | * Take part in required training, enabling me to perform my job safely and to the required standards.
 |
| * Help to access other training for your personal development and learning and an environment that is supportive and encouraging.
 | * Take ownership of my own personal development and learning, and explore options available to me.
 |
| * Personalised support, in line with your needs, issues, goals and aspirations.
 | * Engage with the support offered, taking responsibility and action to meet my own needs and aspirations.
 |
| GROW | * The opportunity to be part of a community, that works, lives and socialises together in a positive and supportive environment for the good of all.
 | * Participate in the daily upkeep of the community, behaving in a considerate way to staff, companions and visitors, giving support, encouragement and respect to others, and abiding by the rules of the community.
 | GROW |
| * Encouragement to pursue your own hobbies and interests, and help to achieve your personal aspirations and goals.
 | * Invest in myself - taking time to pursue my own hobbies and interests and work towards my own goals and aspirations.
 |
| * The chance to take part in acts of solidarity. This means working to help someone less fortunate than yourself and is a core part of our ethos.
 | * Take part in solidarity, and actively help others, demonstrating empathy, compassion and charity to those in need.
 |
| * Help to access mainstream housing and employment, supporting as much as possible, when or if you want to move on.
 | * Work with staff, to prepare myself for living and working outside of the community, if this is my goal. Meet regularly with your support worker to set out and work towards your own objectives and take part in the Outcomes Star
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