HANK SERVICES FOR SENIORS
hire.a.neighborhood.kid

CODE OF CONDUCT

Mission Statement:

To enhance the quality of life for seniors by providing companionship and assistance with everyday chores through a structured program involving local teens.

Core Values:

1. Respect: Treat all individuals with dignity and consideration.
2. Compassion: Show empathy and understanding towards the feelings and needs of others.
3. Integrity: Act honestly and responsibly in all interactions.
4. Collaboration: Work together to achieve our mission and support one another.

Expectations for Participants:

1. **Respectful Communication:**
   - Always use polite and friendly language.
   - Listen actively and give full attention during conversations.

2. **Punctuality and Reliability:**
   - Arrive on time for scheduled meetings and job assignments.
   - Notify the senior or organization in advance if you are unable to fulfill a commitment.

3. **Safety First:**
   - Prioritize the safety and well-being of yourself and others.
   - Follow all safety guidelines provided for tasks and activities.
   - **Zero Tolerance for Drugs and Alcohol:**
   - The use of drugs and alcohol is strictly prohibited during all program-related activities by both teens and seniors.

4. **Confidentiality:**
   - Respect the privacy of all participants. Do not share personal information without consent. Maintain confidentiality regarding any sensitive topics discussed.

5. **Non-Discrimination:**
   - Treat everyone equally, regardless of age, race, gender, religion, or background.
   - Create an inclusive environment where everyone feels welcome.

6. **Feedback and Improvement:**
   - Be open to giving and receiving constructive feedback.
   - Continuously seek ways to improve the experience for both teens and seniors.

7. **Responsibility for Actions:**
    - Take responsibility for your actions and their impact on others.
    - If mistakes are made, acknowledge them and work towards a solution.

8. **Conflict Resolution:**
    - Address any conflicts or issues respectfully and directly with the involved parties. Seek assistance from HANK personnel if resolution is not possible.

9. **Responsibility for Actions:**
    - Take responsibility for your actions and their impact on others.
    - If mistakes are made, acknowledge them and work towards a solution.

Consequences for Violating the Code of Conduct:

Violations of this code, omissions, or negative deviations from our other listed policies may result in a range of consequences, including a verbal warning, written reprimand, or termination of participation in the program, depending on the severity of the violation.

I attest I have read this page and will do my absolute best to live up to this Code.

_____ _____

Signature of Teen Date

_____

Print Teen's Name

_____ _____

Signature of Parent Date

_____

Print Parent's Name