

Eastbay TimeBank's Trading Guidelines

What You Can Offer

You can trade skills you've gained from hobbies, volunteering, life experience and previous work experience – anything you're not currently employed and paid to do. Be aware that you cannot use Eastbay TimeBank to trade the services **that you usually get paid for**. IRD would consider this to be tax evasion.

Trading with Someone New

When trading with another TimeBank member, it's up to you to take personal responsibility for your safety. We suggest that if you are about to trade with someone you've never met before, you may wish to have a meeting with the person prior to the trade to decide if you feel comfortable trading with them. You can take someone with you to the first meeting as a support person. Your TimeBank coordinator may be able to be your support person if you haven't got someone else to support you. Another way to meet TimeBank members prior to trading is to attend the regular get-togethers arranged by your TimeBank coordinator.

Eastbay TimeBank aims to ensure high standards of quality and safety. As a minimum, this includes:

- Reference checks undertaken on all members
- Individual interviews as part of the recruitment process
- Police checks undertaken on members working with children & vulnerable adults if required
- Public liability insurance

Before You Trade

If you are having someone come and do work for you, make sure you give them all the information they need to get the job done in the way

you want. It is your responsibility to provide any materials they need to do the job, e.g. a lawnmower, petrol, etc if they are mowing your lawns; or cleaning products, cloths, a vacuum cleaner etc if someone is cleaning for you. However, both parties may be happy to negotiate how any costs associated with a trade can be met.

Logging Hours

At the end of a trade, it's a good idea before you leave to discuss how many hours are being logged, and who will log the hours into the TimeBank system. If neither of you will have access to the internet to log the hours, you will need to decide who will call your coordinator to tell them how many hours were traded and when.

What if I get into debt?

Unlike a conventional bank account, there is no penalty for being in debt. All that is asked is that you give your time to someone else in the scheme when the opportunity arises. We recognise that there will always be participants who have a greater earning capacity than others. The option is given for them to donate some of their credits to fellow members, or to a "community pot" to "top up" other accounts. We ask anyone more than 20 hours in debt to discuss their account with the TimeBank co-ordinator – they may be able to suggest ways of earning time credits.

Working with Children and Vulnerable People

Eastbay TimeBank has developed policies around working with children and vulnerable people. If you are working with a person considered vulnerable (including children), you will need to read and sign the Vulnerable Persons Policy before you trade with them. If you are offering childcare, you will need to read and sign the childcare policy before you trade with them.

Please also be aware that the recipient of care may request that you have a police check prior to trading. If you are wishing to have a police check done, the TimeBank coordinator can assist you.