

**Contract of Engagement**

Name:

I will be contactable by my ESO and reply in reasonable time (24- 48 hours).

I will be at all meetings arranged with and by my ESO. This includes meetings with other GET staff, other services, work experience and interviews.

I won’t make other appointments at the same time as my meetings with my ESO. I will be on time for all meetings.

If I can’t make a meeting I will let my ESO know by email, text or phone call before the meeting. I will make a new meeting time.

If I am going to be late for a meeting I will let my ESO know by email, text or phone call. I will get to the meeting as soon as possible.

If my ESO and I agree on actions for me to do I will do these in the time agreed.

I will make sure I am clean and tidy at all times. This means showering every day, using deodorant, having clean hair and clothes.

I will dress appropriately. Appropriate means clean, tidy and smart clothes that fit well. No clothes that show lots of skin. No rude or offensive clothes. Offensive means:

* Swearing
* Rude pictures or words
* Sexual images or words
* Discriminatory pictures or words

I will talk to my ESO and tell truth about what support I need.

I will be happy to talk about, look at and apply for different types of jobs with different working hours if they might be suitable jobs for me and there is no good reason I can’t do the job.

I will treat the GET staff and other clients of GET with respect. I understand that GET does not allow any violence or aggression. This means:

* no shouting
* no swearing
* no threatening behaviour
* no physical behaviour

I will always try to improve my work skills. This includes:

* being responsible for my work and my actions
* being on time
* being motivated in meetings and in work
* being honest
* doing things to look after my wellbeing especially when faced with difficulties

If my personal details change I will let GET know straight away. Personal details mean:

* where I live
* my telephone number
* my email address

I will also let GET know:

* if I have involvement with the police
* if my health changes
* if my working status changes

When using the offices and equipment at GET. I will not damage any items I may use. I will put items back where I found them. If anything doesn’t work or there is an accident I will clean up. I will tell a GET staff member if I need help.

I agree to the terms of the Guernsey Employment Trusts Contract of engagement.

Signed (Client): Signed (GET staff member):

Date: Date: