



## **CODE OF CONTACT**

### **Purpose of CODE**

As an organization Community Matters Toronto provides the opportunity for residents of the St. James Town neighbourhood to learn and develop their skills through a variety of training, work-shops, events and employment experiences. To be of most benefit to the Community Assistant, the St James Town community and Community Matters we agree to the following:

### **Community Matters Toronto agrees to provide:**

- A respectful, welcoming and safe participation/working environment
- An orientation to the organization and its values, policies and practices
- A description of the responsibilities and expectations of the participants. Community Assistant and volunteers
- Adequate training, tools and resources to help meet expectations
- Ongoing support and an introduction to a support network
- Regular opportunities to give and receive feedback
- Recognition as a vital role within the organization

### **The Participant/Community Assistant agrees to:**

- Be respectful, welcoming and behave in a safe manner
- Understand and act in accordance with CMT's values, policies and practices
- Attend necessary training and program meetings
- Meet mutually agreed time commitments, giving reasonable notice when unable to
- Clarify and communicate goals and help develop a plan to achieve them
- Be in attendance during scheduled program/service hours

Approved by the Board  
April 2013