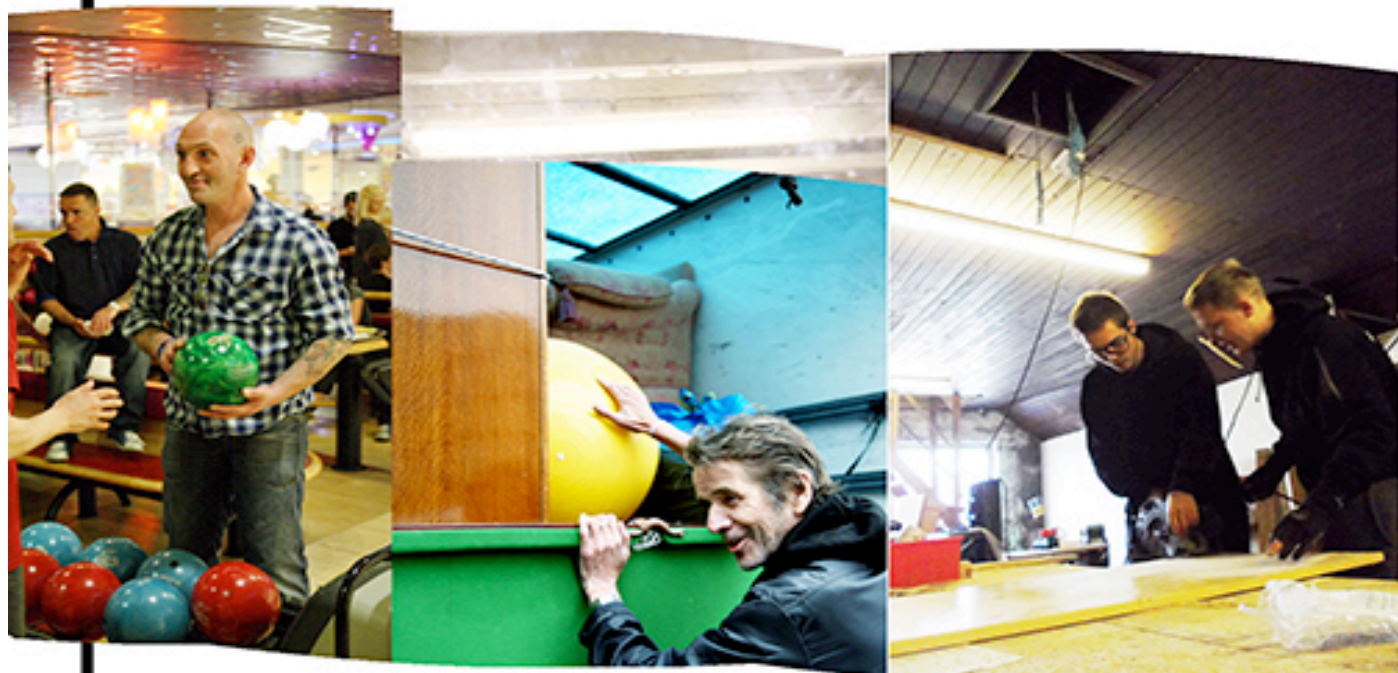


COMPASS PROJECT BRISTOL

THE NEW DIRECTION



Member Handbook

The beginning is the most important part of the work...

www.compassprojectbristol.org.uk

@CompassProj



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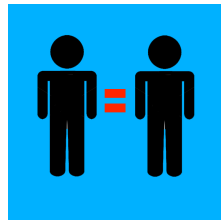
The Compass Ethos: Creating the Right Identity

Identify is what makes us unique and our understanding of that identity dictates our place in this world. When you create the right identity you can do things you never thought you could do – like going to college, getting a job or being a role model. ***So what is your identity right now?***

If you've recently begun a journey of recovery that might be a very hard question to answer. Like all things worth doing, finding your identity again will take time and that is exactly why the Compass Project was created.

What is the Compass Project?

We are a community of people in recovery from addiction **built by and for** people in recovery from addiction.



Everyone here has experienced addiction and knows first hand what it is like to overcome and how hard it is to rebuild a life in recovery. We all do volunteer work at the Compass stores and support each other to address issues that we face:

- TRUST
- CONFIDENCE
- STRUCTURE
- MOTIVATION

Compass gives you the opportunity, within a safe and understanding environment to work through these issues without added stress or pressure. A wonderful thing then starts to happen. Without force or strain we start to see change - change in how we perceive our role in the world and change in how the rest of the world sees us. Our members have achieved things they never thought possible for themselves. They are living sustainable recovery – for some it has worked for them when nothing else ever did.

What the Compass Project is Not

This project is not aligned with any one type of recovery program. We have members who work a 12 Step program as well as CBT, Smart Recovery among many others. It is important that YOU DEFINE RECOVERY FOR YOURSELF.

WHY VOLUNTEER WORK

The bottom line is that work is a vital part of life. Beyond providing us with a pay check, work gives us purpose, structure, keeps us active and healthy and provides us with a social network. To transform our lives we need to transform our attitudes towards work.

BURDEN -----> PURPOSE

WORRY -----> CHALLENGE

BORING -----> MOVITATING

It's also important to remember that this is an opportunity to improve your job prospects. Not only will you improve your skills, but you will also be able to demonstrate to an employer that you are able and willing to gain real life work experience.

- **learn new skills**
- **practise the skills you have**
- **put some volunteering experience on your CV**
- **show employers you can stay committed to a job**
- **meet people who can help you find paid work**
- **get references**
- **give something back to your community**

On a personal note, volunteer work will help you explore the following:

- **Become more confident**
- **Find new interests**
- **Stay active and healthy**
- **Meet people and make friendships**
- **Keep and daily routine and find structure**

VOLUNTEER AGREEMENT

Purpose of Your Role as a Volunteer

- To be part of the Compass Project volunteer team.
- To assist with the smooth running of the project.

As a Volunteer You Can Expect:

- To be involved with an organisation that is dedicated to promoting recovery from addiction.
- To gain work experience and have access to on the job training.
- To be given feedback about your progress and performance.
- A supportive and positive environment that ensures you enjoy your volunteering.
- To be treated with respect and courtesy.
- To be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background.
- Reimbursement of any reasonable out-of-pocket expenses incurred in the course of your volunteering.
- Respect to your right to privacy.

As a Volunteer You are Expected:

- To support the aims and objectives of the Compass Project.
- To remember that you are a representative of the Compass Project.
- To reach a shared understanding with us summarising your role and commitment.
- To uphold your commitment or let us know in a timely manner if you are no longer able or willing to do so.
- To undertake daily tasks assigned by management and peer mentors.
- To work closely with other Compass volunteers.
- To engage in the evaluation and review process.
- To treat fellow volunteers and staff with courtesy and respect.
- To treat fellow volunteers and staff fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background.
- To comply with the Compass Project's Code of Conduct.

CODE OF CONDUCT

The Compass Project commits to encouraging a safe, supportive and productive environment. This can only happen when everyone cooperates and agrees to suitable standards of conduct.

The following are acts which the Compass Project considers unacceptable. Any volunteer or staff found engaging in these acts will be subject to disciplinary action which may include reprimand, warning, suspension or dismissal:

1. willfully damaging, destroying or stealing property belonging to fellow volunteers, staff or the Compass Project
2. fighting or physical violence of any kind
3. refusing to follow or failing to carry out the reasonable instructions and duties of a manager, staff or mentoring volunteer
4. coming to work under the influence of alcohol or illegal drugs, or using/supplying alcoholic beverages or illegal drugs
5. using threatening or abusive language, the use of violence, intimidation or bullying towards a fellow volunteer or staff
6. smoking contrary to established policy or violating any fire protection regulation
7. not abiding by the Compass Project's Equality and Diversity Policy (available upon request)
8. not complying with the Compass Project policy for attendance, punctuality and attire
9. possessing firearms or weapons of any kind on Compass property

HEALTH & SAFETY

It is required that members should work in a safe manner at all times. All members must have a due regard for the safety of others and follow instructions from staff and mentors.

DISCIPLINARY PROCEDURE

The Compass Project operates a disciplinary procedure that is fair and transparent consisting of a four stage approach: Informal Discussion, Verbal Warning, Written Warning and Dismissal or action short of dismissal. Lack of progress is not considered as misconduct and is dealt with separately.

HOW WILL PART-TIME VOLUNTEERING AFFECT MY BENEFITS?

Employment and Support Allowance, Incapacity Benefit or Income Support

You can still be a part-time volunteer and get Employment and Support Allowance, Incapacity Benefit or Income Support as long as you:

- follow the basic rules for volunteering (see below)
- can still go to a work-focused interview when we ask you to, and
- let Jobcentre Plus know before you start, and tell them about any expenses you may get.

Housing Benefit or Council Tax Benefit

You normally get Housing Benefit or Council Tax Benefit (or both) if you're getting Jobseeker's Allowance, Income Support, Employment and Support Allowance or Pension Credit, or you have a low income. You can still get Housing Benefit or Council Tax Benefit if you follow the basic rules for volunteering (see below). You must tell your local council about any volunteering you do, and any expenses you get.

Jobseeker's Allowance

You can still be a part-time volunteer and get Jobseeker's Allowance as long as you:

- follow the basic rules for volunteering (see below)
- are still actively looking for a full-time paid job
- are available for work (or treated as being available for work)
- are still able to go to an interview at 48 hours' notice
- are still able to start a job at one week's notice, and
- let Jobcentre Plus know before you start, and tell them about any expenses you may get.

The Basic Rules

The basic rules are that if you get Jobseeker's Allowance, you will still need to be looking for paid work. You must be free to go to an interview if we give you 48 hours' notice. You must be able to start work within one week of us giving you notice. You must not be paid money or anything else for volunteering.

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all our products are made by 100% addicts in recovery

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