



Code of Conduct

The Guesthouse Shelter (TGHS) strives to provide a safe, comfortable, and clean place for anyone in need. The Code of Conduct exists to provide specific expectations for guests, staff, and volunteers to follow as their part in providing that positive space. Adhering to this Code of Conduct is expected. Any individual found violating the Code of Conduct may be asked to leave and/or suspended from services provided by TGHS. The expectations include:

1. Everyone is to treat one another with respect and dignity. Negative behavior such as verbal and physical abuse, threats, harassment, swearing, spitting, theft, violence etc. are not acceptable, and will be asked to leave.
2. TGHS is part of a community. Everyone is expected to act respectfully and be a good neighbour in the surrounding community. For example, do not trespass on private property and behave as expected in TGHS.
3. It is everyone's responsibility to help in maintaining the safety and cleanliness of TGHS. Everyone must clean up after themselves in common areas, bedrooms, bathrooms, and outside of the building.
4. All personal belongings of guests including jackets, bags, purses, backpacks, and knapsacks must be secured in a locker at the entrance of TGHS.
5. TGHS is not responsible for any lost or stolen property.
6. Registered guests will be assigned a bed and a locker, and may be required to display the contents of their belongings to staff when entering TGHS.
7. Lockers may be searched at the discretion of TGHS staff at any time.
8. Drugs, alcohol, knives of any type, and weapons are strictly prohibited inside TGHS. Any individual found in possession of these items may be asked to leave the shelter and/or OPP may be notified.
9. Anyone under the influence of drugs and alcohol may be denied entry to the shelter.
10. Smoking (including e-cigarettes and cannabis products) is strictly prohibited inside of TGHS. There is no smoking within nine metres of any exit or entrance at TGHS.
11. Only staff and registered volunteers are permitted in the kitchen.
12. Everyone must wear full clothing inside TGHS. Hoods, bandanas, sunglasses, suggestive clothing, or any clothing displaying themes of drugs, alcohol, prejudicial slogans or sexual innuendos are not to be worn inside TGHS.
13. All medication (prescription and over-the-counter), cannabis products, safety kits, and pocket knives must be given to staff and locked in the medication cabinet upon arrival. Medication must be taken as prescribed and be in its original dispensing container.
14. Registered guests will be assigned a roommate(s). It is expected that registered guests will keep their bed tidy, be respectful of their roommates and keep noise and excess lighting to a minimum in the rooms.
15. Registered guests must be awake and out of their beds between the hours of 8AM and 8PM.
16. Food and drinks are not permitted in TGHS bedrooms.
17. Due to the communal environment of TGHS, registered guests must be mindful of personal hygiene by taking showers regularly and completing laundry.
18. Shelter curfew is 11:00PM. Registered guests who arrive after curfew will be denied entry, unless escorted to TGHS by OPP.
19. Registered guests must meet with the Shelter Outreach Worker within 72 hours.
20. Registered guests who are not consistently working on a plan to secure permanent housing may stay at the shelter for a maximum of 30 nights per year.
21. All doorways and stairwells within 522 Elizabeth Street must remain clear at all times due to fire safety and public usage.

Please indicate whether: Guest Staff Volunteer

I understand the Code of Conduct and I will abide by it during my time at The Guesthouse Shelter.

Name: _____ **DOB:** _____ **Date:** _____

Signature: _____ **Staff Name:** _____