

Code of Conduct and Acknowledgment Form for the Heaven Sent Peer To Peer Meeting Room

Purpose

This Code of Conduct applies to the Heaven Sent Peer To Peer Meeting Room and to all related front-end meeting activities, including live sessions, video meetings, guest speaker events, chat use, whiteboard use, chalkboard updates, and follow-up communication connected to the room.[page:1] The purpose of this document is to protect dignity, safety, order, and respect for every participant, host, volunteer, guest speaker, and staff member who uses the room.[cite:6] [cite:8]

Statement of values

The Heaven Sent Peer To Peer Meeting Room is built to support veterans, seniors, persons with disabilities, caregivers, and families in crisis through compassion, encouragement, respectful communication, and practical support.[cite:6] [cite:9] Every person entering the room is expected to help maintain an environment of dignity, calm, safety, and accountability. [cite:6]

Who must follow this code

This Code of Conduct applies to:

- Participants.
- Peer leaders.
- Hosts and moderators.
- Volunteers.
- Staff members.
- Guest speakers.
- Visitors or anyone given access to the room or page features.[page:1]

Required conduct

All participants and users of the room must:

- Treat every person with dignity and respect.[cite:6]
- Speak in a calm and responsible manner.[page:1]
- Allow one person to speak at a time during discussions.[page:1]
- Follow directions from hosts, moderators, or staff.[page:1]
- Protect the privacy of others and handle personal information with care.[cite:8]

- Use the room for support, encouragement, learning, and resource connection.[cite:6] [page:1]
- Keep comments relevant to the purpose of the room whenever possible.[page:1]
- Report urgent safety concerns to a host or staff member immediately.[cite:8]

Prohibited conduct

The following behavior is not allowed in the Peer To Peer Meeting Room:

- Threats, intimidation, harassment, bullying, or stalking.[cite:8]
- Hate speech, slurs, or degrading language toward any person or group.[cite:8]
- Sexual harassment, sexually explicit comments, or inappropriate advances.[cite:8]
- Disruptive outbursts, repeated interruption, or refusal to follow host direction.[page:1]
- Encouraging self-harm, violence, illegal activity, or dangerous conduct.[cite:8]
- Sharing private details about another participant without permission, except where safety reporting is required.[cite:8]
- Posting or speaking content that is abusive, threatening, graphic, or intended to frighten others.[cite:8]
- Using the room for scams, solicitation, manipulation, or personal gain at the expense of others.[page:1]
- Misusing the video system, whiteboard, chalkboard, forms, or contact tools in a harmful or disruptive way.[page:1]
- Attending while impaired to the point that behavior becomes unsafe, aggressive, or disruptive.[page:1]

Confidentiality and privacy

Participants may hear personal stories, struggles, or private concerns while in the room. [cite:8] Those details should not be repeated outside the room without permission unless there is a duty to report abuse, a threat of harm, or another urgent safety issue that requires escalation.[cite:8]

Safety and crisis response

This room is not emergency medical care, licensed therapy, or crisis treatment.[cite:8] If someone is in immediate danger, 911 should be called right away, and if someone is in emotional crisis or suicide risk, 988 should be used immediately while a host responds according to the safety plan.[page:1] [cite:8]

Host and moderator authority

Hosts and moderators may take action when needed to protect the room.[page:1] That may include redirecting discussion, muting a participant, removing a participant, pausing a meeting, ending a session, documenting an incident, or referring a matter to staff, emergency services, or the proper authority.[page:1][cite:8]

Guest speaker expectations

Guest speakers must follow the same standards of respect, safety, privacy, and professionalism that apply to everyone else in the room.[page:1] Guest speakers may not use the room to exploit participants, make harmful remarks, or pressure participants into political, financial, sexual, or other inappropriate commitments.[page:1]

Technology use

The room may include a live conference screen, embedded video, guest speaker content, whiteboard writing space, chalkboard updates, and contact tools.[page:1] These tools must be used in a lawful, respectful, and mission-consistent way.[page:1]

Faith and encouragement

Because Heaven Sent serves with faith-centered encouragement, the room may include prayer and hope-filled support when appropriate.[cite:1][cite:6] No participant should be mocked for their beliefs, and no participant should be pressured in a coercive or harmful way.[cite:6]

Reporting concerns

Any participant who sees or experiences unsafe, abusive, or inappropriate behavior should notify a host, moderator, or listed staff contact as soon as possible.[page:1] Concerns involving threats, self-harm, violence, abuse, or immediate danger must be escalated right away under the safety plan.[cite:8]

Consequences for violations

Violation of this Code of Conduct may result in one or more of the following:

- Verbal warning.
- Removal from a meeting.
- Temporary or permanent loss of access to the room.
- Referral to staff leadership.
- Reporting to law enforcement, emergency services, or another appropriate authority when required.[cite:8]

Acknowledgment of receipt and agreement

By signing below, the undersigned acknowledges that the Code of Conduct for the Heaven Sent Peer To Peer Meeting Room has been received, read, and understood. The undersigned agrees to follow these rules and understands that violations may lead to removal, restricted access, or further action when necessary.[page:1][cite:8]

Code of Conduct Acknowledgment Form

Name: _____

Role: _____

Phone: _____

Email: _____

Date Received: _____

Signature: _____

Date Signed: _____

Signature statement

The undersigned acknowledges receipt of the Heaven Sent Peer To Peer Meeting Room Code of Conduct. The undersigned confirms that the document has been reviewed and that the expectations, safety requirements, privacy rules, behavioral standards, and consequences for violations are understood and accepted.[page:1][cite:8]

Witness or Staff Review (optional): _____

Comments or Notes (optional): _____