# Witnessing Wills and legal Documents

Employees of My Support and Care Services (West Country) Ltd will not bear witness or be signatory of any legal document on behalf of any Customer.

Such documents may include:

* Wills
* Bank / building society accounts
* Any consent forms including that required for medical intervention / procedures.
* Tenancy agreements
* Passport applications

Any staff member that is unclear as to the content and legal responsibility of any document they are asked to sign must refer to the service manager for advice.

Any employee found to have signed any such documentation will be subject to My Support and Care Services Ltd disciplinary procedure under the disciplinary of gross misconduct and may well be dismissed.

My Support and Care Services Ltd will support its Customers to access appropriate witnesses or signatories. In the first instance My Support and Care Services Ltd will encourage and support Customers to seek advice and assistance from their care manager or other representatives such as:

* Friend or relative able to consent
* Advocate
* Legal representative
* Other appropriate adult over the age of 18