

# **CODE OF CONDUCT**

*The Code of Conduct is our organization's policy statement and defines ethical standards for daily business activities. This Code of Conduct not only establishes our organization's values, but also spells out essential practices, behavior, ethics, and business standards for all individuals who are employed by and represent this organization.*

- 1. WORK SAFE...STOP AND THINK...IDENTIFY HAZARDS!*
- 2. Uniforms – Company uniforms must be worn at all times. Uniforms must be clean and presentable.*
- 3. Hygiene - All individuals representing this organization will be clean and presentable at all times.*
- 4. Breaks – No individual is permitted to take a break without authorization by the Site Supervisor.*
- 5. Non-approved Items – Cell phones, duffle bags and other miscellaneous items are not permitted on the work site. If these items are needed, authorization must be received from the Site Supervisor.*
- 6. Damages – All damages must be reported immediately to the Site Supervisor.*
- 7. Zero Tolerance – There will be zero tolerance for anyone found to be under the influence of alcohol or narcotics. Anyone found “Under the Influence” would result in immediate termination.*
- 8. Site Presentation – Garbage, recyclables and other miscellaneous items must be cleaned up at all times. All individuals will be responsible for the presentation of the work site.*
- 9. Professionalism – Coarse language, sitting on client's furniture and general horseplay while on the work site is not permitted.*



***Professionalism is expected at all times.***