



## CODE OF CONDUCT POLICY

As a large local employer working in Tayside and Angus, our employees come into contact with members of the public, client representatives and employees of other contractors. Our company insists that the following minimum standards are maintained at all times.

1. Introduce yourselves to customers and or tenants of properties being worked on and show your identification cards before entering any property.
2. Under no circumstances should you enter properties where children are present, if there is no parent or guardian in attendance.
3. Be friendly and polite to at all times.
4. Behave in a professional way and refrain from smoking, bad language, playing of radios etc.
5. Welfare facilities are provided do not use the customers toilet facilities.
6. Wear at all times high visibility vests, hard hats, safety work boots. Work boots must be clean to avoid mud or dirt being taken into any properties.
7. Keep safe all materials and equipment used on site to avoid danger to tenants, their children, pets and visitors.
8. Remove any rubbish, which has resulted from the carrying out of the works, at the end of each working day from the property, garden or other areas outside the property; leaving the areas in a clean and safe condition, utilising barriers, safety notices and the like to safeguard customers and the general public.
9. Explain to customers the nature of the daily work about to be undertaken.
10. Report any anti-social behaviour experienced against you to your supervisor and the office. Do not retaliate in any form. WALK AWAY.