



COMPANY NAME \_\_\_\_\_

### CONTRACTOR CODE OF CONDUCT

I recognize that working in homes can be disruptive. I am committed to respecting the homeowner's property, minimizing disruption, and leaving the condition of the home as I found it or better.

1. I will provide identification that includes my relationship to this company at the request of the homeowner.
2. I will call the homeowner if I expect to arrive more than 15 minutes late.
3. I will not arrive at any customer's home unexpectedly.
4. I will work at reasonable times; I will not arrive before 8AM or stay after 5PM without the homeowner's permission.
5. I will not use inappropriate language at the worksite.
6. I will not use the bathroom, kitchen, electronics or telephone without permission.
7. I will not use tobacco products, alcohol or drugs while at the worksite.
8. I will not borrow anything from the homeowner without asking.
9. I will ensure that the homeowner's pets stay inside (or outside) the home per direction of the customer.
10. I will notify the homeowner immediately if any damage to property occurs when I am working.
11. To protect property, I will place equipment on drop cloths, and remove my shoes or use protective foot covering when working inside the home.
12. I will make the work area safe and clean by sweeping or vacuuming at the end of each workday.
13. I will not leave behind trash, surplus materials or tools unless I have specific permission from the homeowner.
14. I will set thermostats and heating systems back to original levels at the end of each workday.

Employee \_\_\_\_\_

Company Representative/Title \_\_\_\_\_

Date \_\_\_\_\_

