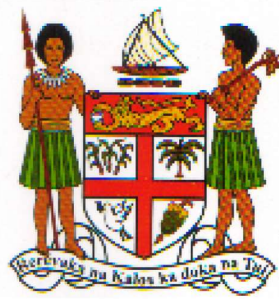


CONTRACTOR CODE OF CONDUCT

I, (print full name) _____ agree to abide by the following stipulations and the attached Code of Conduct while working at _____ School.

Code of Conduct

- All arrangements for access to the School must be agreed with the School Head. An appointment must be made and time agreed with the School Head prior to visiting the premises.
- All contractors working at the School will provide a copy of a valid form of identification (for International workers, this will be a copy of their passport. For local workers, a copy of their driver's licence).
- On arrival at the premises at the time agreed with the School Head, Contractors and their staff must report to reception for their appointment and all workers must sign in and confirm their time of arrival in writing prior to carrying out any work inside or outside the building. On leaving the premises everyone must sign out at reception and confirm their time of departure.
- Contractors, on arrival on site and prior to starting work, must request from the School Head any specific rules they must comply with.
- Any changes to the scope of work must be agreed through the contract process between the Contractor and Client in writing.
- An inspection of the site must occur prior to any work being undertaken. Buildings must be checked for asbestos and other safety hazards. If contractors suspect the presence of asbestos, they must not start work until the site is confirmed as being asbestos free, or the asbestos is professionally removed in accordance with local regulations.
- Work should be scheduled to cause minimal disruption to Students and Teachers.
- Contractors and their staff must stay within the agreed work area and access routes, and obtain permission if they need to move outside these areas.
- Any work scheduled to be undertaken outside School hours ie: evenings, weekends, must be specifically agreed with the School Head.
- Contractors and their staff must never be in contact with Students without the supervision of a Teacher or parent/guardian.
- Contractors must not smoke, drink alcohol or consume drugs or kava on the School premises, nor can they be under the influence of these substances whilst at the School.
- Contractors and their staff must not supply drugs, alcohol or other illicit substances to Students or Teachers.
- Contractors must dress appropriately in terms of OHS requirements and for the School environment.
- Contractors and their staff must not use profane or inappropriate language.
- Contractors must not photograph, record or film Students or Teachers.
- Harrasment of Staff or any other person is prohibited.
- Contractors and their staff must minimise noise and other disruption to Students and Teachers.



- Contractor vehicles and the vehicles of their staff must not be parked in such a way as to cause inconvenience or danger to members of the public, parents, students or teachers. Nor should they be parked in a way which will cause damage to School or public property.
- Only designated facilities can be used by the Contractor and the Contractor's staff, and they must be kept in a hygienic condition.
- Unattended tools or equipment belonging to the Contractor or the Contractor's staff must not be left unsupervised at the School.
- The Contractor and Contractor's staff must protect School property with dust sheets/other protective coverings where possible.
- All areas affected by the work must be left in a clean and tidy condition daily and to a standard acceptable to the School Head.
- Any openings or holes in external walls or fences will be boarded up at the end of each working day to ensure the property is secure and wind and watertight.
- Any excavations must be suitably guarded and appropriate warning notices displayed.
- The Contractor will be required to hand over the work/site once all approvals as outlined in the contract have been achieved.
- In the event of problems with unruly or disruptive Students, the Contractor's Staff must immediately report the issue to the School Head or a Teacher.

I understand that any breach of this Code of Conduct will result in immediate removal from the School and may result in a formal Police complaint being made against me.

Signature of Individual _____

Date: _____

Mobile number: _____

Address while in Fiji:

Office use only: **Name of School:** _____ **School Head:** _____

Signature: _____ **Date:** _____

Form of ID: _____

ID number: _____

(Attach a copy of the ID to this form and file)