

## APPENDIX – CONTRACTOR CODE OF CONDUCT

Name of Contractor: \_\_\_\_\_

St. Lawrence College will remain open and accessible to all St. Lawrence College students, staff and visitors, during the project construction. We would request that all trades people and sub-contractors are aware of the following list of rules to be followed while they are on the site.

1. Personal Protective Equipment such as hard hats, safety boots, and safety glasses etc. must be worn in areas where construction operations are being carried out.
2. The occupied areas of the building will be kept clean and shall be left in “as found” condition after each shift and upon completion of work. The contractors shall vacuum clean their areas during, or prior to, occupation by the building staff. The contractor will provide vacuum cleaners and any other cleaning materials required to facilitate this requirement.
3. The contractor shall provide all of the tools required to perform the Work including ladders, extension cords, etc.
4. All Contractor personnel must wear the assigned ID Tag while on College premises. Appropriate work attire must be worn by tradespeople and sub-contractors. T-shirts or other clothing considered to be offensive or unsuitable for a public building will not be permitted. Clothing prohibited by the Ministry of Labour Construction Safety Act will not be permitted.
5. It is expected that employees, sub-contractors St. Lawrence College community respect the personal dignity, worth and rights of others who study, work and live within it while having a shared commitment to the goals of education. The commitment includes, but is not limited to, rights and responsibilities set out in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, and in federal, provincial and municipal legislation.

It is expected all employees, Subcontractors or others while on site will, conduct themselves in a manner, which demonstrates:

- Integrity
  - Respect for the right of self and others to learn in a safe and supportive environment free from harassment, discrimination, bullying, threats and assaults
  - Respect for diversity
  - Respect for rules and regulations in effect on College properties and at college-sponsored events.
6. All employees, Subcontractors or others on site, representing the contractor will be 18 years of age or older.
  7. Campus or Residence phones located throughout the building are not to be used by contractors or their employees.
  8. At least one responsible person from the contractor shall be on site at all times that work is in progress.
  9. The contractor shall rope off or barricade all areas affected by work in progress where injury or inconvenience could occur to the public or the building staff.
  10. Smoking is not permitted on St. Lawrence College property.
  11. Trades people and sub-contractors will be provided a parking pass and will park their vehicles in the assigned parking areas.

We/I have read and understand this document and will comply fully with all rules and regulations, therein.

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_