

## Contractor Code of Conduct and Expectations

These Guidelines cover any contractor, business, firm, company or individual (hereinafter “contractor”) doing work on any Timberlane Regional School District (hereinafter “TRSD”) property, as well as the contractor’s employees, agents, consultants, and others on campus in connection with the contractor’s work or at the contractor’s express or implied invitation.

### **Conduct**

- **Courtesy and Respect:** Timberlane Regional School District is a diverse academic institution and it is critical that all contractors and their employees conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all students, staff, faculty, guests, or visitors.
- **Language and Behavior:** Contractors and their employees cannot engage in behavior that is rude, threatening, or offensive. Use of profane or insulting language is prohibited. Harassment of any type, including sexual harassment is strictly prohibited. Abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior cannot be tolerated. Rough housing, fighting, fisticuffs, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on campus are not permitted under any circumstance.
- **No Weapons, Alcohol, or Drugs:** The use, possession, distribution, or sale of any weapon, alcohol, illegal drug, or controlled dangerous substance by any contractor or contractor’s employee is prohibited. Offenders will be removed from campus and/or reported to the local Police Department.
- **Smoking:** Contractors and their employees are not permitted to smoke in or near any of the campus buildings.
- **Fraternization:** Contractors and their employees may not fraternize or socialize with TRSD students or employees.
- **Appearance:** Contractors and their employees are required to wear appropriate work wear, hard hats and safety footwear, as the case may be, while on campus. Articles of clothing must be neat and tidy in appearance, and cannot display offensive or inappropriate language, symbols or graphics. TRSD has the right to decide if such clothing is inappropriate.

- **Reporting:** The Contractor is required to report any matter involving a violation of these rules of conduct to TRSD Facilities staff. Any matter involving health or safety, including any altercations, should be reported to SAU 55 and TRSD Facilities.

The Contractor is responsible for his/her employees, agents, consultants and guests. If prohibited conduct does occur, the contractor will takes all necessary steps to stop and prevent any future occurrence. Any breach of these conditions will result in the removal of the person responsible from the school premises and prohibited actions could result in the termination of any contract or agreement with TRSD or SAU 55.

## **Bathroom Facilities**

Contractors are to request use of TRSD restrooms prior to beginning work. In the case that restroom facilities are not available, the Contractor shall provide temporary portable restrooms at their expense. Location of temporary portable restroom to be approved by the Facilities Supervisor

## **Point of Contact**

The contractor is responsible for designating a point of contact to be on call and available by phone and/or in-person on an immediate basis to respond on behalf of the contractor in the event of an emergency or, as necessary, in the normal course of basis.

## **Safety**

**Accidents – Personal/Property Damage:** The safety of any employee, agent, consultants, student, staff member or guest of the University or the contractor is a primary obligation of the contractor. The contractor is responsible for ensuring that any construction, renovation, maintenance or other work is managed in a safe and effective manner.

If an accident occurs that results in personal injury or property damage, the contractor shall immediately contact: For situations where people or property are at immediate risk, first:

- SAU 55 - (603)382-6119
- TRSD Facilities- (603)382-6541

## **Reporting to Facilities Services Prior to Work**

- The Contractor/Consultant must provide TRSD Facilities advance notice of work in order to allow time to schedule the work with the affected area of the campus.
- The Contractor/Consultant must report to the Facilities Supervisor to obtain permission to begin work, schedule the work, and access to the building.

## **Working Hours**

- TRSD Facilities reserves the right to determine actual work schedules to accommodate residential and academic schedules.
- Normal working hours are between 7:00 am and 5:00 pm, Monday through Friday.
- Special arrangements must be made for any work occurring outside of normal working hours.

## **Building Access**

- Access to areas will provided by TRSD Facilities

## **Site Security**

Areas, materials, and tools should always be secured when leaving the area at any time during the day or at the end of the day. Contractor is responsible for loss of tools or materials.

## **Before Starting Work**

- Work should never commence without a signed purchase order being issued to the contractor/consultant. Current certificates of insurance must meet TRSD requirements and be on file.

- If you are planning to dig on campus, your company is responsible for following the necessary procedures required by the State of New Hampshire.
- Before beginning work in the campus area, please determine what services will be affected for that area and the staff. Advance notification of stakeholders is imperative, so we must be aware of any service disruptions and the lengths of these disruptions. Contact the Facilities Office at (603)382-6541 for this notification and coordination of service disruptions. These disruptions include, but are not limited to, noise, vibrations, dust, and interruptions of electric, water, sewer, or gas services. However, do not make any of these decisions without first discussing them with the Facilities Supervisor. These decisions must be made with sufficient time to notify Departments and allow adequate time to receive replies, questions, or concerns.
- Never enter an area to work without notifying Facilities Services that contractor staff will be working there. Contractor staff must wear uniforms, appropriate protective gear, and/or nametags identifying the contracting company for which they work at all times when on campus.

## **Travel on Campus**

- Driving on pathways and sidewalks should be avoided if at all possible. If you must use a pathway or sidewalk, speed cannot exceed 5 mph and pedestrians always have the right-of-way. If you have difficulty finding access to a worksite at a campus building, please contact the Facilities Office to talk with someone who can show you the safest, most accessible route.

## **Staging, Dumpsters, and On-site Storage**

- Arrangements will be made with the Facilities Office at (603) 382-6541 to secure a proper area in which to stage equipment and materials for construction.
- The Facilities Supervisor needs to be involved in arrangements for locating roll-off dumpsters needed for construction. It is requested that the roll-off be emptied before the trash pile exceeds the top of the roll-off, and that the dumpster be removed immediately upon completion of the project.

## **Care of TRSD Property:**

- It is expected that Contractors will take every necessary precaution to protect the property of TRSD. (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.). In situations where valuables or personal belongings (e.g., wallets, keys, electronic devices) have been left by building occupants within or adjacent to the work area, TRSD Facilities should be contacted to have items removed and secured before work is initiated or resumed.
- Any temporary construction fencing shall be in accordance with State and local law and approved by TRSD prior to installation.
- The contractor shall not use any TRSD waste and recycling containers when disposing unwanted materials. The contractor is responsible for securing and locking the work area at the end of each day and shall ensure that the work area is not left unattended unless it is secured.
- The contractor is responsible for cleaning up the work area after completion of the work to the satisfaction of TRSD. Contractors will be held financially responsible for any damages to TRSD furnishings, equipment, building or other property.

## **Cleanup**

The contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish. All TRSD and local, state and federal recycling guidelines must be followed.

## **Safety and Hazardous Materials**

- TRSD requires that all work be conducted in compliance with applicable TRSD, municipal, county, State, and federal safety regulations and code requirements. If you have questions or concerns regarding these regulations or codes, you may contact the Facilities Supervisor or SAU 55.
- Any hazardous or regulated materials must be maintained or disposed of properly. Proper disposal of hazardous or toxic materials is a matter of critical concern to TRSD and will be strictly enforced. Paint cans, paint related materials and other containers of chemicals, solvents or other regulated or hazardous materials are the responsibility of the contractor and must be maintained or disposed of properly on an immediate ongoing basis.

- Failure to comply will result in suspension or cancellation of the Contractors' permit and result in withdrawal of permission to enter or work in the Facilities.
- Any fines, costs or administrative charges imposed on TRSD as a result of any action by the contractor or contractor's employees that violate State, federal or local law are the responsibility of the contractor.

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Print Name

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Signature

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Company Name

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Date