**Rules of Conduct**

Applicable for employees, contractors, and subcontractors performing work for or with MBM Janitorial

1. Always conduct yourself in a professional and respectful manner; this includes with clothing/attire. Clothing with slogans or offensive language are not permitted.
2. Closed toe shoes are required.
3. Smoking is not permitted on any customer property.
4. You should not be under the influence of any alcohol or non-prescribed drug while performing work.
5. If you are unable to perform work on any date/time from the pre-determined schedule, you are expected to notify the designated manager before the scheduled cleaning is to take place. In the event of an emergency, you are expected to communicate as soon as practical.
6. Building Security is critical. You are expected to ensure that building/office keys are securely maintained. If a key is ever lost/stolen, you must notify the designated manager immediately. Additionally, you are expected to ensure that all doors are locked and alarms are activated after completion of cleaning.
7. In the event of damage to either your cleaning equipment or an item on a customer’s property, it is expected that you contact the designated manager before leaving the facility to obtain instruction regarding the appropriate steps to take
8. Safety is the number one priority at MBM Janitorial.
   * If you arrive at a facility and something appears out of order and you feel unsafe, you should report the incident to your designated manager and local law enforcement, as appropriate. Do not perform work until the security of the building has been ensured.
   * If you provide cleaning services in a building that maintains medical equipment, needles, etc. and have not received proper training on the guidelines to follow, you should not engage in work in those areas and should contact the designated manager for training and instruction. You are not permitted to handle biohazards or sharps containers at any time.
   * Ladder usage is not permitted. In the event, that you believe that a ladder is required for you to complete your assignment, please contact the designated manager for instruction.
   * In the event of an injury or near miss, you must contact your designated manager as soon as possible.

By signing this document, I confirm that I have read, understand, and will comply with the Rules of Conduct as outlined above.

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Printed Name Date

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Signature