

## **Code of Conduct for Cherokee Nation Businesses Jobsites**

Cherokee Nation Businesses (CNB) intention is to provide a job site that does not disrupt everyday life and that every Cherokee citizen will be proud to have in their city.

To Our Contractors and Their Subs:

Cherokee Nation Businesses wants to ensure that the professionals who work on Cherokee Nation Businesses facilities and the jobs they perform deserve our respect. Cherokee Nation Businesses encourages contractors to read and review how these Codes apply to you and your team and expects all contractors to inform and make available this Code of Conduct, as it applies to all who work for Cherokee Nation Businesses.

### **Working for Cherokee Nation Businesses**

Each worker must agree to this Code in writing prior to working on any Cherokee Nation Businesses construction projects. The agreement is to be turned over to the CNE project manager their first work day on the job site.

### **Objective**

To provide a safe, respectable, and professional working environment for everyone on the construction team, Claremore community, and citizens of the Cherokee Nation through the established guidelines for construction site team members.

1. While working on any Cherokee Nation Businesses project, any findings of possible artifacts shall be left in the place discovered, undisturbed, and reported to the CNE project manager immediately. All work around the finding will stop until the project manager decides as to what the next course of action will be and will notify the contractor.
2. CNB requires that all properties under construction and surrounding properties that have been affected by the CNB construction project (building, lawn, and entire job-site) be left in better condition than you found it. Treat the Cherokee Nation's property better than your own.
3. Smoking is STRICTLY PROHIBITED on Cherokee Nation Businesses construction projects at all times (indoors and outdoors). Smoking at lunch, or during break, must be confined to off the construction site premises or inside your vehicle. Under no circumstances shall smoking debris (butts) be discarded on the ground. Take them with you!
4. Bathroom facilities shall be respected and not abused, and the facilities shall be left as clean as, or cleaner than found. Designated temporary restrooms (porta-potty) will be provided for certain job-sites. Anyone reported using the restroom in public (e.g. behind a building, near a tree) will be asked to leave the site immediately.
5. Finished floors in or paths of access/egress shall be covered for protection.
6. Job site shall be left broom-clean at the end of each work day. Debris shall be cleaned up and excess debris removed from site. All trades are responsible for the removal of the own debris on a daily basis.

7. At the conclusion of each work day, tools shall be disconnected, placed in a designated area, and the customer notified accordingly. Every precaution shall be made to prevent outside parties from accessing tools or dangerous items.
8. Profanity is STRICTLY PROHIBITED on or near Cherokee Nation job-sites and property. Expect that all things spoken can be overheard by others at all times.
9. Service entrances shall be used whenever possible. Front doors and formal rooms shall be avoided whenever possible.
10. Children shall not be allowed on job sites at any time.
11. Whenever possible and practicable, construction vehicles shall be parked on or in designated parking areas in such a fashion as to not obstruct owner's access or egress to property. However, unloading activity is permitted and shall be completed as expeditiously as possible.
12. Offensive clothing (revealing, dirty or containing offensive graphics or language) is prohibited at all times. Inappropriate messages or images will not be tolerated on T-shirts, hard hats, tool boxes etc. Construction personnel will be required to cover any existing offensive material.
13. Food debris and wrappers from breaks and lunch shall be immediately placed in appropriate containers.
14. All changes in the scope of work are to be immediately reported to a construction representative of Cherokee Nation Businesses and are not to be executed without approval from a Cherokee Nation Businesses representative (Project Manager).
15. Anyone that visits a Cherokee Nation Businesses job site are to be formally addressed (e.g. Mr. Smith, Ms. Smith) unless specifically directed otherwise by visitor. Projects are subject to visits by Cherokee Nation council members, CNB board members and CNB executive management at any time.
16. Use or possession of illegal drugs or alcoholic beverages is STRICTLY PROHIBITED at all times during the work day. All Cherokee Nation Businesses job sites and facilities are drug, alcohol and tobacco free workplaces. Drug, alcohol and/or tobacco use at any time while working on CNB projects shall be grounds for IMMEDIATE DISMISSAL! Smokeless tobacco and spitting are prohibited too.
17. All job sites shall be secured at the end of each work day. The job site will not be left unattended by construction personnel if it's unlocked and/or unsecure. The CNB project manager must be notified if the site cannot be locked and secured. Once the job site is locked and secured all parties involved can leave the job site.
18. Proper work attire will be worn at all times by construction personnel. No shorts are allowed. Shirts without sleeves are not allowed.

19. Precautions will need to be made to prevent any damage to existing buildings and site facilities. Workers need to remember that the residents of the adjacent buildings are members of the community and Cherokee citizens. How the construction project affects their daily life will be taken into consideration.

20. Construction workers will carry out their work activities and avoid impacts (dirt, mud, wet concrete) to the personal property of the community and Cherokee Nation Businesses. Any impacts that affect personal property will need to be taken care of immediately to ensure there is no change in preconstruction appearance.

21. Construction personnel will be required to contact the CNB project manager when personal property is in the way of construction activities. Only in the case of life-threatening situation should workers be permitted to handle or remove personal property.

22. Entry into adjacent occupied and unoccupied buildings is strictly prohibited unless otherwise determined by CNB project manager or property owner.

23. All construction team members should meet their responsibility to their fellow workmates and contractors by arriving on time fit for work.

24. Contractors should ensure that members of their team strictly adhere to break times and lunch periods allowed in their contract(s) and agreement(s).

25. Contractors maintain consistent productive work, keep idle time to a minimum, and make every effort to eliminate unnecessary disruptions on the job that can cause delays in schedule. Slowdowns and delays of any kind utilized to extend jobs or produce overtime will not be tolerated.

26. Any outside activities that cast Cherokee Nation Businesses, and/or affiliates in a negative light will not be tolerated and are grounds for dismissal.

27. Every effort shall be made by the contractor to make sure that proper safety equipment and methods are met every day they are on site.

28. NO ONE will be allowed to solicit funds on any CNB project or job without prior approval.

29. Personal calls are not to be made on any construction project site except for emergencies, during official lunch and break periods designated by the contractor.

30. Merchandise is not to be sold on or near the job site at any time.

31. Construction companies working for the Cherokee Nation Businesses and affiliates shall ensure there are an appropriate number of employees on the job site to perform the work efficiently, economically, and safely.

**The Code of Conduct is set in place to ensure a positive representation of Cherokee Nation Businesses.**