

Contractor Behavior and Safety Guidelines

These guidelines are provided for contractors performing work at any Syracuse University (the “University”) property.

Conduct

Courtesy and Respect: The University 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. Roughhousing, fighting, fisticuffs, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on campus are not permitted under any circumstance.

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 University students or employees.

Appearance: Contractor 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. The University has the right to decide if such clothing is inappropriate.

Reporting: Contractor is required to report any matter involving a violation of these rules of conduct to facility management. Any matter involving health or safety, including any altercations, should be reported to the University Public Safety Department immediately, as well as to facilities management.

Contractor is responsible for his/her employees, agents, consultants and guests. If prohibited conduct does occur, Contractor will take 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 University’s premises and prohibited actions could result in the termination of any contract or agreement with the University.

Compliance

Contractors must comply with all federal, state and local laws, rules, regulations and standards, and University policies applicable to the work they are performing at the University

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Safety

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

All accidents, injuries and/or property damage that occurs on Syracuse University property must be reported to the University's Department of Public Safety, 315.443.2224.

Building Access

Contractor workers who need to access a building or room:

- Will be issued a key by Syracuse University Facilities Management or provided access by University personnel or Campus Security.

Access to buildings and rooms is an important security matter. Improper use of keys, combinations or other means of access to both common and private areas on campus can result in a risk of harm to the safety and security of students and staff. As a result, Contractor and their employees must strictly safeguard keys and adhere to any requirements related to building access.

Student room doors in all residence halls should remain locked at all times when the University is not in session or students are in residence. Workers who need access will be issued a key to access the room. Each contractor who accesses a room to do work should ensure that the door is locked each time he/she leaves the room.

Contractor shall assure that no such keys are duplicated, and shall return all such keys upon request of the owner or prior to receipt of final payment, whichever is earlier. If Contractor fails to return all keys furnished to it, Contractor shall be responsible for, and shall pay all costs (including materials and labor of University personnel or others) associated with, rekeying (removal of lock cores and insertion of new lock cores) or replacement of all locks, regardless of location, which could be opened with keys furnished to Contractor, and the parties agree that such cost may be deducted in full or in part from any retainage remaining to be paid under the terms of this Contract with any balance due immediately from Contractor to owner.

Campus Restrooms

University restroom use by Contractor personnel is not allowed. Depending on the location(s) of the work site, the use of restrooms may be allowed by the Project Manager. Contractor must clean existing restrooms as part of the final clean up. Restrooms must be kept clean and free of construction debris and dirt by Contractor.

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ACKNOWLEDGMENT AND UNDERTAKING

I acknowledge that I have read and understood the contents of these guidelines and I undertake to adhere to and accept all responsibilities and liabilities as indicated herein

Contractor Company Name

Contractor Signature

Date