



NEWMAN LANDSCAPES

Commercial Ground Maintenance

CODES OF CONDUCT



Employees are required to wear the Newman Landscapes uniforms at all times while on jobsites or conducting business for the company. If hats are worn, they must be 'Reflections' hats. Company attire will be provided at no cost to the employee. This attire should be neat and clean and not altered in any way.



Customers have a right to expect the highest standards and quality of work. All staff must be familiar with the job requirements and all contractual and site-specific obligations must be met.



Safety goggles and masks are to be worn at all times when power equipment is being used by those within range of possible debris. Ear plugs or muffs should be used when power equipment is in operation. Back brace belts should be worn when performing heavy or repetitive lifting.



Work boots are to be worn at all times, by all employees on jobsites. Company attire will be provided at no cost to the employee.



Long trousers are to be worn at all times, secured at the waist by a belt. At no time should trousers be slung low enough for undergarments or excess skin to be exposed. Pants and uniform should fit properly and be clean upon arrival at jobsite every day.



Hair is preferred short. Should an employee have facial hair, it will be kept neat and trimmed. Longer hair should be kept neat and secured at all times.



Employees are expected to be courteous and respectful to all clients, fellow employees, management, vendors, etc. when representing Newman Landscapes.



Consumption of alcoholic beverages is strictly prohibited before, during, or after if in a company vehicle or on jobsites. Illegal drug use at any time is strictly prohibited. Failure to comply will result in immediate termination.



Smoking on jobsites, in company vehicles, or while conducting company business is strictly prohibited and failure to comply will result in termination.



Cell phone use on jobsites is restricted to business calls or in case of any emergency. This includes texting and social media.



Swearing on jobsites is not permitted.



Tattoos should be covered at all times.



Jobsites are to be kept free of debris at all times. For example, employee garbage, lunch trash, soda cans, water bottles, etc. A trash bin should be used and trash to be stored in the vans and disposed of in the appropriate bins at the depot.



Company vehicles are to be free of debris at all times and kept organized. A tarp and securing equipment should be in every vehicle. Vehicles should be cleaned whenever one has the opportunity to do so.



Traffic laws are to be adhered to at all times in company vehicles. Traffic violations or accidents are to be reported to a supervisor immediately.



Employees are not permitted to bring animals to jobsites.



All purchases on company accounts to be approved by Management.



All time worked is to be reported daily on the provided system and to the Contract Manager upon completion of the end of the work day.



Employees are to provide the company with the following documents to be copied by the company: Certificates & Qualifications, valid United Kingdom driver's license (if driving company vehicle or company rented vehicle), and if necessary, Certificate of Immigration.



Lunches are to be brought to work, leaving the jobsite for lunch is to be on personal time not company time.



Unnatural hair colour or haircuts deemed unprofessional are not accepted.



Employee Codes of Conduct to be read, reviewed, and signed by every employee of Newman Landscapes Ltd. every year of employment.

