

Employee Code Of Conduct

Safety

- Safety FIRST
- Safe production - work safely
- No compromising (create safe culture)
- Enforcement - (continually monitor/control conditions)
- Moral obligation
- History (OSHA and Insurance)
- Qualified personnel/competent person
- Business values
- Teamwork
- Accountability by all Employees and Customers
- Clear Safety Communication
- Training program (accident prevention)
- Safety meetings
- Signage/visible communication
- Avoid complacency

Team Member Conduct

- Personal behavior
- Professional appearance (you represent DuraTech)
- Integrity & honesty
- Positive attitude - be constructive & confident
- Be organized
- Punctuality - be on time, work when the team works
- Internal/external behavior
- Cooperation - collaboration, teamwork, get involved
- Respectfulness - no gossip, - time management, dignity
- Accountability - take a stand, make a decision, stand by the decision

Communications / Starts with respect

- Return phone calls - (within 24 hours)
- Listen - with intent to learn - not reply
- Give your full focus / make time / - avoid distractions
- Honesty - (good news or bad)
- Professionalism - "treat others as you - want to be treated"
- Personal exchange - builds relationships

Cost Control

- Know your budgets and understand your contracts
- Timely & accurate cost projections (no surprises)
- Prepare Monthly Project Analysis (MPA)
- Manage change orders timely
- Track field labor costs (self-performed work)

Project Leadership

- Set project expectations
- Understand project details
- Develop site logistics plan
- Follow mutually agreed upon schedule
- Partnership
- Include owner/vendor/sub/city/consultants/project team/public
- Know your team
- Develop culture
- Ensure execution
- Regular staff meetings (cohesion)
- Walk field regularly
- Motivate/train/empower staff
- Flexible management style

Client Relations

- Build relationships on all levels
- Execute commitments, do what you say
- Understand your client's needs
- Clear, accurate & timely communication. No surprises

Employee Relations

- Respect / honesty / open communications
- Team building - include entire team
- Empower employees
- Train and mentor extensively
- Expectations - set and communicate performance expectations
- Performance - measure performance
- Reward performance & proper behavior