



Anjill's Property Maintenance Services Vendor & Employee Code of Conduct – Checklist

Name: _____

Date: _____

Please initial each item to acknowledge understanding and agreement:

1. _____ I will **represent Anjill's and the property management company** professionally at all times.
2. _____ I will **not solicit clients, tenants, or pass out my own business cards** or seek work directly.
3. _____ I will **not use marijuana, alcohol, or illegal substances** while on the job or client property.
4. _____ I will **refrain from foul language, harassment, or inappropriate advances** toward clients or coworkers.
5. _____ I will **wear clean, professional clothing**; no revealing attire or visible cleavage.
6. _____ I will **avoid loud music, excessive personal phone use, or disruptive behavior** on client property.
7. _____ I will **have all necessary tools and equipment** to complete the job safely and efficiently.
8. _____ I will **not discuss pricing or contractual terms** with clients unless authorized.
9. _____ I will **treat all client property with care** and promptly reimburse any damage I cause.
10. _____ I will **maintain professionalism, follow instructions**, and communicate clearly about issues or delays.

Acknowledgment:

I have read, understood, and agree to follow all rules in this checklist.

Vendor/Employee Signature: _____ **Date:** _____

Anjill's Representative: _____ **Date:** _____