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Code of Conduct

This Code of Conduct applies to the moral and ethical conduct of all employees and independent contractors of Everyday Concierge (EC). They must use common sense and good judgement to avoid compromising the reputation of EC.

General Principles

* Employees and independent contractors must act honestly, fairly and transparently in all business transactions and dealings with clients of EC. This includes poaching clients.
* Employees and independent contractors must treat other employees or other independent contractors, clients and competitors of EC with courtesy and respect.
* Employees and independent contractors must act within the best interests of EC.
* Employees and independent contractors must comply with all applicable laws and regulations.

Professional Conduct

* Employees and independent contractors are obliged to disclose to EC financial, business or other relationships which might conflict with the business interests of EC.
* Employees and independent contractors are expected to perform duties with their full attention during booking times and take reasonable measures to avoid distractions.
* Employees and independent contractors must act with discretion and maintain the privacy of clients. This includes:  
  - not taking photos of the contents of homes nor children  
  - not discussing details about clients verbally nor on social media  
  - keeping clients contact information confidential.
* Employees and independent contractors must not make comments to media purporting to represent EC.
* Employees and independent contractors must ensure the security of client’s homes and property. All keys are to be stored securely.
* Employees and independent contractors must work in a safe manner.
* Employees and independent contractors are obliged to notify EC in the event they have been charged or convicted of a crime.
* Smoking, drinking of alcohol or consumption of recreational drugs are not permitted on a client’s property. If an employee or independent contractor is taking prescription and/or recreational drugs that may affect the safety or efficacy of their work, they are obliged to notify EC.
* Employees and independent contractors who have contact with clients are expected to dress in a manner consistent with good hygiene, good taste, safety and be fit for the task.
* Employees and independent contractors who become aware of suspected violations of the Code of Conduct must promptly report it to EC with confidentiality maintained where possible.

*I have read and understood the Code of Conduct.*

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| Name of employer or independent contractor |  |
| Signature |  |
| Date |  |