

RNIB Form – PP6

See differently

Onsite Contractor Code of Conduct Form

RNIB's onsite Contractors Code of Conduct must be adhered to by all Contractor Workers who arrive to undertake work at any RNIB premises.

It is the responsibility of the RNIB Responsible Person (or nominated representative) to ensure that all Contractor Workers read sign and adhere to this Code of Conduct whilst attending any RNIB Premises.

On completion the form is to be scanned and emailed to Procurement@rnib.org.uk and Property.Mailbox@rnib.org.uk with the original retained at the premises it relates to. This form, when signed will remain valid for a period of 12 months from the date of the signature on page 2.

For the Contractor, by signing this onsite Contractors Worker Code of Conduct Form and entering RNIB premises you agree that you will:

1. Only work within the confines of the agreed site or work area.
2. Obtain consent if access is required outside the site or work area.
3. Only use the agreed access routes advised.
4. Obtain consent if alternative access routes are required.
5. Refrain from the use of inappropriate or profane language.
6. Not smoke whilst on RNIB premises.
7. Not bring alcohol to any RNIB's premises.
8. Throughout your visit dress appropriately – i.e. shirts to be worn at all times (e.g. no bare chests) and relevant Personal Protective Equipment will be used as required.
9. Always wear your Company and any RNIB issued ID badge.
10. Keep RNIB staff informed of your whereabouts, what you are doing and the reason why at all times.
11. Obtain a Hot Works permit from the RNIB Responsible Person if using any open heat source.
12. Ask to review the Asbestos register if your work requires this.
13. Comply with RNIB's Policies, specifically Safeguarding, Social Media, Information Security, Professional Code of Behaviour, Whistleblowing, Data Protection, Anti-bribery and Confidentiality (all available on request).

Additional Requirements when visiting RNIB premises where vulnerable adults, children or visitors are present:

14. Avoid contact with vulnerable adults and children and other visitors.
15. NEVER be in contact with vulnerable adults and children or visitors without the contracting organisation's supervision or permission.
16. If you are spoken to by a vulnerable adult or child or visitor, be polite but not engage in lengthy conversation.
17. If spoken to by a vulnerable adult or child or visitor, avoid over familiar physical contact (the actions of a 'touchy feely' person could be easily misinterpreted or misconstrued).
18. Not initiate lengthy conversation with vulnerable adults, children or visitors.
19. Report any matters out of the ordinary or of concern, involving vulnerable adults, children or visitors, immediately to the RNIB responsible person or Contractor site manager.
20. Not to give out addresses or mobile phone numbers to vulnerable adults, children or visitors.
21. Not arrange to meet with a vulnerable adults, children or visitors either inside or outside of the organisation site.
22. Not offer to buy items for vulnerable adults, children or visitors.
23. Not join in games with vulnerable adults and children or visitors
24. Not share food or drinks with vulnerable adults and children or visitors (think of allergies implications)

Please remember that your actions, no matter how well-intentioned, could be misinterpreted and give rise to a safeguarding concern. RNIB management (including security staff) will exercise its right to exclude any Contractor Worker from the site who fail to observe this Code of Conduct.

The intention is for staff from the contracting organisation, the contractor worker and RNIB to understand what is considered acceptable behaviour. Please remember - see it, report it, stop it.

Enter the Contractor Company Name:

Subcontracted by (where applicable):

Name of Contractor Worker:

Signature of Contractor Worker:

Enter the Date of Signature: