

Code of Conduct

It is the responsibility of NSC to assure all NSC employees follow CIS' Code of Conduct:

- ***Do not*** share your opinion with the insured or their representative
- Requested Inspection Documents will be provided to CIS within 24hrs of inspection completion
- Do not speak poorly of others or provide any information other than to a CIS representative
- Maintain a neat and professional appearance
- Have no criminal convictions
- Exhibit a professional demeanor, conduct and language (No swearing and/or smoking/vaping on location)
- Be prompt and timely, in accordance with commitments
- Must be able to perform project outlined in Purchase Order / Scope of Work
- Must be a licensed and courteous driver
- Offer identification & announce you are a CIS Network Contractor when meeting the customer
- Use good judgment when interacting with the customer
- Restore work area to original state
- Do not use the customer's restroom
- Do not use customer's phone or computer
- Respect the customer's privacy and home
- Never use anything belonging to the customer without obtaining permission from the customer
- Eat away from the work site
- Do not enter premises unless a person 18 years or older is present, or you have prior authorization
- Restrict use of customer's premises to work area
- Comply with all local, state, federal laws, rules and regulations
- Do not consume any tobacco, alcoholic products or illegal drugs
- Do not play any music or the radio at the work area
- Do not remove or move any property unless authorized

I have read and agree with all aforementioned Codes of Conduct

NSC Company Name: _____

Title: _____ Date: _____

Signed: _____ Print: _____