

# Codes of Conduct for Employees

For your employment with Find a Househelp you are required to abide by the following rules and not breach any of them.

## SECTION 1: CRIMINAL MISCONDUCT

- a) Acts of violence against any member of the client's household.
- b) Bodily harm against any member of the client's household.
- c) Theft and larceny.
- d) Child abuse and molestation.
- e) Absconding with any property belonging to the client's household.
- f) Kidnapping of children of the client's household.
- g) Serious damage to the property or items that belong to the client's household.
- h) Causing death to any member of the client's household.
- i) Serious acts to defraud any member of the client's household, or collude with others to take part in the same.

If I commit any of these offences, the recruitment company is free to involve the police to arrest me or my guarantor(s).

Sign:.....

## SECTION 2: HEAVY MISCONDUCT

- a) Smoking and consuming of alcohol and drugs in the client's premises.
- b) Quitting your employment without following the company's replacement & notice to quit policy.
- c) Complaining about your salary to the client or any member of the client's household.
- d) Revealing your salary rate to the client or any member of the client's household.
- e) Asking or persuading the client to pay you directly.
- f) Receiving salary payments directly from the client.
- g) Approaching the client to employ you directly without the involvement of the recruitment company.
- h) Putting in serious danger children and other members of the client's household.
- i) Bringing strangers to the client's premises without the permission of the client.
- j) Conducting in any sexual relationships with the client or any member of the client's household.
- k) Intentionally causing damage to property and belongings of the client's household.
- l) Fighting with any member of the client's household, neighbours and visitors.
- m) Physically abusing and maltreating children of the client's household.
- n) Stealing or concealing any items that do not belong to you but belongs to the client's household.
- o) Acting as an agent (e.g. referring potential candidates to work for any member of your client's household or their friends).
- p) Accessing pornographic images and videos at any time during your employment.
- q) Being absent without informing the recruitment company.
- r) Disrespecting staff of the recruitment company.
- s) Tainting the image (i.e. spreading negative information) of the recruitment company to the client.
- t) Resisting to perform your duties and take instructions from the client.
- u) Resisting to take instructions from the recruitment company.
- v) Refusing to be withdrawn from a client, who the recruitment company have instructed you to stop working for.

If I commit any of these offences, the recruitment company is free to discipline me either by instant dismissal without pay, salary delay (by 2 weeks) or salary deduction (N3,000 per offence).

Sign:.....

### SECTION 3: MEDIUM MISCONDUCT

- a) Quarrelling with any member of the client's household, neighbours and visitors.
- b) Absconding without good reason.
- c) Dressing inappropriately at any time.
- d) Using threatening and offensive language on any member of the client's household.
- e) Being consistently dishonest.
- f) Leaving children that are in your care unattended.
- g) Behaving seductively towards any member of the client's household, including flirtatious behaviour.
- h) Engaging in any activity that may directly or indirectly result in serious conflict within the client's household (e.g. gossiping with neighbours).
- i) Communicating with a former client of the recruitment company for whom you worked for.
- j) Excessively using your phone in a way that it distracts from your duties.
- k) Taking your entitled holidays without first seeking the permission of the recruitment company.
- l) Complaining to the client or members of the client's household about the recruitment company.
- m) Insisting on eating food that is different from what is made available by the client without good reason.
- n) Associating with neighbours and other people who are not in good terms with members of the client's household.
- o) Divulging business and personal information of the recruitment company to members of the client's household.
- p) Being rude to the client or any member of the client's household.
- q) Making inappropriate phone calls.
- r) Lateness.
- s) Poor productivity and laziness.

If I commit any of these offences, the recruitment company is free to discipline me either by instant dismissal with pay, salary delay (by 2 weeks), written warning or salary deduction (N2,000 per offence). If I break any of these rules and have been disciplined for up to three times, the fourth offense will be classed as a heavy misconduct).

Sign:.....

### SECTION 4: LIGHT MISCONDUCT

- a) Sleeping whilst on duty.
- b) Wasting food.
- c) Not keeping a good self-hygiene.
- d) Persistently refusing to greet superior members of the client's household.
- e) Waking up late consistently (3 days in a row or up to 5 times within a 7 day period).
- f) Consistently frowning your face and creating a negative vibe in the client's household.

If I commit any of these offences, the recruitment company is free to discipline me by either salary deduction (N1,000 per offence) verbal or written warning. If I break any of these rules and have been disciplined for up to five times, the sixth offense will be classed as a heavy misconduct

Sign:.....

I have fully read, understood and agree to abide by the above codes of conduct

Sign:.....

Print name:.....

Date:.....