

## **CONTRACTORS RULES & REGULATIONS**

The following Rules and Regulations have been established by Cordis Auckland, and are expected to be followed by all Contractors and subcontractors as a condition of their work at Cordis Auckland. These rules and regulations are in line with our Vision, Mission, Objectives and Values by being recognized as the preferred oasis of luxury in Auckland. Where the word "Hotel" is used, an agent or designee may apply. The Contractor / subcontractor, at the Hotel's sole discretion, will remove any worker not conforming to these rules and regulations from the site.

The Contractor is responsible for filing and obtaining all required local building, fire and/or utility permits, as applicable, prior to commencement of any work and must be licensed or certified to perform all work where specified or required by law. Where applicable, permits, certificates or qualifications are to be posted as directed by Hotel.

The Contractor will also ensure their employees are fully trained and qualified in all areas of the work they undertake, including but not limited to the proper use of tools and equipment and all safety equipment applicable to their assignment. The Contractor shall also ensure that their employees are familiar with job specifications and adhere to them at all times while performing contract work.

The Contractor will not borrow any materials (i.e. tools, extension cords, dollies, ladders, etc.) from the Engineering Department. Contractor will not be allowed access to the Maintenance Shop or any Storage Closets. No Contractor is allowed access to any guest elevator, guest room or public area inside the hotel, without prior authorization from the Hotel. In the event the Hotel allows special access to these areas, the Contractor will be responsible for any inconvenience caused and damaged or missing items.

# CORDIS

HOTELS & RESORTS  
AUCKLAND

## Parking

Unless other arrangements have been made with the Hotel, all off/on loading of tools and materials are to be made at the loading dock. Vehicle engines are to be turned off during the off/on loading process. Once the off/on loading has been completed, the Contractor will park their vehicles in area provided by the hotel. Should all available parking be taken, the Contractor will make his/her own parking arrangements. Parking in the bus lane, visitor spaces, roadways or other restricted areas is strictly prohibited, unless prior arrangement was made.

Contractor vehicles are not to be driven on lawns, sidewalks or landscaped areas without prior permission from the Hotel, and then only for purposes related to performance of contract work.

Improperly parked vehicles owned by the contractor or their employee(s) will be towed without notice at Contractor's expense.

## Signing in and out of the Hotel

All contractors are required to sign in and out of the Contractor's Log, which is posted at Cordis Auckland Banquet operations office on the ground floor at the Liverpool Street Banquets entrance. Each employee of the Contractor shall sign in at the commencement of each workday, and shall sign out prior to leaving the building. This will be done regardless of whether the contracted work is being done inside the buildings, on the buildings' exteriors, or on the grounds.

In all instances, the Contractor will be issued a "Visitor's Pass" as a means of identification at the Hotel. The Visitor's Pass has to be worn at all times. This does not remove the requirement of signing in and out at the Site office. These cards are non-transferable. The Contractor agrees to abide by the access card "Cardholder Agreement" form, which must be completed prior to the issuance of an access card. Access cards are the sole property of the Hotel and are to be returned upon the Hotel's request, but no later than the termination of the contract work.

## Fire or emergency situation

The Contractor will familiarize his/her employees with the closest exits to their work areas. The Hotel's Security Department can be contacted to assist with familiarization.

On hearing the fire alarm, turn off any equipment, clear any walkways that may be blocked and evacuate the building. All Contractor personnel must evacuate the building immediately upon activation of a fire alarm, evacuation announcement or instructions from Hotel staff. Trial evacuation drills also apply.

The safe assembly point for the hotel is the valet car park area in City Road.

All possible access road must be kept clear for fire or police departments, or medical emergency responders.

The resetting of electrical breakers or turning on or off power will be done with the approval the Chief Engineer.

# CORDIS

HOTELS & RESORTS  
AUCKLAND

All work undertaken by contractors on site must be performed in accordance with Health and Safety standards, which include, but are not limited to, compliance with Occupational Health and Safety Act (OHS). The Contractor's safety procedures may exceed OHS standards, but in no case shall they fail to meet those minimum requirements. Any accidents occurring at Cordis Auckland is to be reported immediately to the Banquets manager.

Any job being performed in an unsafe or hazardous manner may be ordered shut down by the Hotel. In addition to its other rights, the Hotel reserves the right to terminate any contract for failure to perform work in accordance with applicable Act or local regulations and standards, laws and ordinances.

## Emergency phone numbers

Hotel operator	09 379 5132
Hotel Engineering Department	09 00 2877
Hotel Security Department	09 300 2862
Banquets Operations Office	09 300 2858
Any Emergency	111

## Toilets

Contract staff only to use the staff toilets located on the ground floor next to the staff cafeteria.

## Telephones

Permission is to be sought prior to using Hotel telephones.

Contract personnel are not to use guestroom / function room telephones except for emergency calls to the Hotel operator.

## Meals

Food and beverage is not to be consumed in or about work areas or in guest or public view.

Meals are not to be taken in the Staff Cafe unless the Banquet / Event Manager or the designated Hotel representative you are reporting to has granted prior permission. Visitor badge must be worn.

## Horseplay

The Contractor will instruct his/her employees in the dangers associated with engaging in horseplay, such as scuffling, pushing, and/or throwing objects of any kind. Workers will conduct themselves in a professional manner and shall refrain from loud behavior, such as shouting, whistling, offensive language, and the playing of radios.

# CORDIS

HOTELS & RESORTS  
AUCKLAND

## Smoking - Alcohol - Narcotics - Weapons - Food - Etc.

Smoking is permitting only in designated areas as provided with ash receptacles. Please use the ash receptacles provided. The use of alcohol, narcotics and/or controlled substances is strictly prohibited on site, as well as firearms, ammunition or explosives. Any Contractor or their employee found in violation of these regulations will be ejected from the site.

## Materials & tools

All materials, tools and equipment shall enter the building at the loading dock or function room loading areas unless otherwise designated. Guest elevators are not to be used. The Contractor will ensure that no tools or equipment are left in common areas such as corridors, stairwells, or landings. The Hotel assumes no responsibility for tools, materials, or equipment stored at the Hotel.

## Housekeeping

Contractor will take steps to ensure that all public corridors, lobbies, and stairwells, are kept free of their tools and materials, and that work is performed in such a manner so as to avoid creating hazards within these areas.

During the course of installation or renovation, the Contractor shall maintain good housekeeping. Specific actions affecting general safety include, but are not limited to:

1. Temporary cords and hoses belonging to the Contractor are to be properly secured and marked with safety stanchions.
2. Unless other arrangements have been made with the Hotel, the Contractor will ensure that waste materials, such as metal/wood shavings, paper, cardboard or other construction residue are placed in the proper scrap containers and removed from the Hotel.
3. The Contractor is to ensure that all materials, including incidental items such as screws, bolts, cables, etc., are swept up and properly disposed of at the end of each workday.

## Dress standard

Contract personnel are to maintain a high standard of dress befitting the image of the Hotel. No singlets, open toed footwear, gumboots or muddy footwear inside, torn or dirty clothing, Tee shirts must be free of any profanities or obscene remarks or pictures. Appropriate Safety clothing Personal Protective Equipment (PPE) shall be provided by the contractor and used /worn at all times.

## Solicitation

Solicitation of any form is strictly prohibited at the Hotel. Violators will be ejected from the site. Contractor will ensure their employees are aware of the parking regulations at the Hotel.

### Floor openings

Contractor shall guard all floor openings by constructing or installing barriers, railings and/or furnish covering material sufficient in strength to sustain at least twice the load of the anticipated pedestrian or vehicular traffic.

All such barriers and railings are to be illuminated or equipped with flashing lights at the end of each workday.

### Chemical safety & environmental standards

The Occupational Health & Safety Act requires whenever contractors perform work in areas where chemicals are present, the contractor must be informed about potential chemical hazards associated with such exposures. In order to satisfy this requirement, the Client will furnish contractor with information and Material Safety Data Sheets (MSDS) applicable to each of its buildings, upon request. Specific information and procedural guidelines has to be supplied regarding any non-routine tasks included in the contract work.

### Contractor's responsibilities

It is the responsibility of the Contractor to provide his/her employees with information, training and essential safety equipment relative to hazardous chemicals in their work areas at the time of their initial assignment and/or whenever a new hazard is introduced into their work area.

In addition to these general responsibilities, the Contractor shall furnish the Hotel with a list of chemicals intended for use or necessary to the completion of his/her contractual tasks and current copies of Material Safety Data Sheets for approval, prior to the commencement of work.

**NOTE:** The Hotel reserves the right to disapprove the use of any hazardous chemical or material considered unsuitable to the facility or which would pose an unwarranted danger to their employees and guests.

1. Hazardous chemical containers are not to be stored directly on the floor/ground. Secondary containers or baffled trays are to be used to ensure containment of potential spills.
2. Chemicals of any type are not to be discharged into any sewer drain, placed in trash containers, or emptied onto the ground.
3. All unused chemicals and/or original and used containers and related waste products are to be removed by contractor and disposed of in accordance with applicable local, state and federal regulations.
4. Contractor shall notify the Chief Engineer or Security Manager in the event of any chemical spill or leak in order to initiate required emergency responses, proper notification procedures and clean up procedures. Chemically contaminated debris resulting, or arising from the actions of the contractor (i.e., sand, gravel, dirt,

# CORDIS

HOTELS & RESORTS  
AUCKLAND

concrete) are the responsibility of the contractor and are to be disposed of properly in accordance with applicable local laws and regulations.

5. Contractor will not store any unmarked (unlabeled) chemicals/materials on the site.
6. Contractor shall familiarize his/her employees with the location and operation of eye wash stations. All injuries are to be reported to the Client as soon as possible after the incident.
7. Where necessary or appropriate, the Contractor will ensure that their employees are equipped with, are properly trained in use of, and facilitate proper respiratory and personal protective equipment suited to the chemical exposure and/or conditions under which the work is performed.

### Combustible material

Combustible trash must be removed by the Contractor from the work area and stored at a safe distance from the buildings, and in appropriate containers, at the end of each workday.

### Compressed gas cylinders

Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored. Cylinder valves shall be closed when work is completed, or cylinders are emptied or being moved. Compressed gas cylinders shall be secured (roped or chained) in an upright position at all times, except when being hoisted or carried. Compressed gas cylinders shall be kept at a safe distance, or shielded from welding or cutting operations.

Any Welding / Soldering or Acetylene torch cutting is to be performed only with prior Authorization from the Chief Engineer.

Safe Practice is to be observed at all times and The Contractor must comply with the Health and Safety at Work Act 2015, together with and relevant current Codes of Practice.

All equipment used in at Cordis Auckland must comply with New Zealand Safety Electrical Standards.

## Health and Safety Policy Statement

**Cordis is committed to providing a safe and healthy working environment that will contribute to the well-being of all colleagues, clients, guests, visitors, contractors and any other persons on site**

1. As an employer and controller of premises where work is performed, Cordis Auckland has legal obligations in relation to occupational health and safety.
2. Cordis Auckland is committed to abiding by occupational health and safety standards and legal requirements as specified in the relevant legislation, regulations, codes of practice, standards and policies.
3. Management of occupational health and safety is an integral part of management responsibilities and applies to all persons and areas of operations within Cordis Auckland.
4. Cordis Auckland has made commitments and taken action to discharge its legislative obligations and fulfil its commitment to occupational health and safety. These commitments and actions are not a comprehensive list of managers' and colleagues' obligations. Accordingly from time to time Cordis Auckland amends or expands upon the actions and commitments required of its colleagues, contractors and managers in relation to occupational health and safety.
5. All senior managers, including all persons concerned in the management of Cordis Auckland have a responsibility to ensure that resources are provided for maintaining and reviewing occupational health and safety programmes and to place the importance of safety and health of colleagues, guests, visitors and contractors ahead of the organisation's assets and services. This may involve assessing and enforcing compliance with Cordis Auckland's occupational health and safety policies, procedures and directions. Colleagues not at senior manager level also have occupational health and safety obligations which are summarised in this policy.
6. Risk management (including risk assessment and hazard identification) and consultation with colleagues are encouraged as key elements of an effective occupational health and safety system and are also required by law. Cordis Auckland will provide structured training, workplace instruction and leadership to our management, trainers, assessors and colleagues to enable them to work safely and assist Cordis Auckland in complying with its occupational health and safety legislative obligations.
7. A system of accurate reporting and recording of occupational health and safety incidents and injuries which is supported by all managers and colleagues shall be maintained in accordance with applicable legislation.
8. All colleagues and contractors have a responsibility to take reasonable care for the safety and health of other people (including contractors and guests) who are at Cordis

**CORDIS**  
HOTELS & RESORTS  
AUCKLAND

Auckland's place of work and who may be affected by their actions or omissions. All colleagues are obliged to cooperate with Cordis Auckland or any of its delegated offices to enable compliance with Cordis Auckland's legislative occupational health and safety obligations.

9. Cordis Auckland is committed to continuous improvement in Health & Safety practices through regular self-audits, mechanisms in place to ensure compliance with Health & Safety legislative obligations, and the ongoing participation of all colleagues including management.
10. Disciplinary action, up to and including dismissal, will be taken against any colleague (front line, supervisors and managers) who has been found to have breached this policy.

Franz Mascarenhas  
**Managing Director**

I have read, understand and agree to comply with the above work site rules and regulations.

**CONTRACTED PERSONNEL:**

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_

**FOR THE HOTEL:**

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_