

## **SEA ISLAND HABITAT FOR HUMANITY WORKSITE CODE OF CONDUCT**

### **MISSION STATEMENT:**

*Sea Island Habitat for Humanity is a Christian housing ministry that provides affordable housing for low-income working families from James Island to Edisto Island, SC.*

### **PURPOSE:**

*To provide volunteers & future partner families the opportunity to learn skills at the Sea Island Habitat construction site, ReStore, and office.*

### **EXPECTATIONS:**

- SIHH must maintain a safe, non-threatening environment on all of our worksites.
- Individuals are expected to be punctual based on the time that they are scheduled. Tardiness will not be tolerated.
- If for any reason an individual who is scheduled to work cannot make it to their worksite, it is mandatory that they call the Volunteer Coordinator. If the Volunteer Coordinator cannot be reached, it is mandatory that they contact their worksite manager. All contact numbers are listed below.
- Any intentional violation of building codes and code of conduct will result in the immediate removal of those involved.
- No smoking, alcoholic beverages, profanity, or disrespectful attitudes will be permitted on the worksite.
- A lunch break as instructed by worksite supervisor will be allowed.
- No individual is to leave the worksite without their supervisor's permission.
- Any individual who refuses to work will immediately be removed from the worksite.
- Individuals wishing to perform sweat equity hours for a prospective homeowner will need to schedule these hours in addition to any hours they already intend to perform.
- All individuals must be 16 years or older to work on SIHH worksites.
- Individuals must be 18 years of age to operate power tools and work at heights above 6 feet.
- Individuals must refrain from using personal cell phones during working hours.

**ANY VIOLATION TO THE ABOVE EXPECTATIONS MUST BE REPORTED TO THE WORKSITE MANAGER, AND WILL RESULT IN THE REMOVAL OF THOSE INVOLVED.**

Troy Pruitt, Construction Manager 843.296.6475

Melody Bailey, ReStore Manager 843.559.4009

Anne Randall, Volunteer Coordinator 843.768.0998 x109 (office), 843.296.6465 (cell)

08.28.10