



BUILDERS CODE OF CONDUCT

Revision (4) - Date : January 2015

PREAMBLE

The purpose of this set of rules is to ensure a harmonious integration of residential living and building activities within the ESTATE with minimal impact upon the environment, residents and others.

The estate has unique qualities as an up-market secured residential estate and in order to maintain aesthetics, standards, general appearance and security arrangements it is necessary that owners, builders, contractors, and their subcontractors adhere to rules and regulations as determined by the estate from time to time.

Strict adherence to all aspects of the rules is required and expected at all times and in all respects. Penalties may be imposed by the estate in the event of non-compliance.

CONSTRUCTION ACTIVITIES: CONDUCT RULES FOR BUILDING CONTRACTORS, SUB-CONTRACTORS AND SUPPLIERS, OPERATING WITHIN THE RESIDENTIAL ESTATE HOME OWNERS ASSOCIATION

This document is to be read, understood, signed and handed over at this inspection stage. As the building within the residential estate will be constructed over a lengthy time period, the following guidelines have been formulated for the benefit of residents:

1. SITE ACCESS AND EXIT

- a) The contractor acknowledges he is aware that the Estate is a security Estate and will at all times adhere to the security regulation and controls, and agrees to co-operate with the HOA in the interest of maintaining security on the Estate.
- b) Detailed procedures should be made available by the Home Owner to their Contractors that will include security measures for authorized access and identification of vehicles and all personnel.
- c) As improvements to the security and the access controls are ongoing, these procedures will be reviewed from time to time – and updated on the Estate Website.
- d) Construction crews will not be granted access if the Owner of the property has any outstanding levies.
- e) Hours of work: Contractors may only enter the Estate in the designated times. No workers will be allowed to sleep overnight on site. No employee may remain on the house site to



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“guard” the building.

Construction times are strictly

Monday to Friday : 07h30 - 17h00

Saturdays : 08h00 – 13h00

Strictly no construction will be permitted on Sundays and public holidays

- f) Only authorized, non-articulated vehicles will be allowed onto the Estate. Except for roof truss deliveries, unless by prior authorization of the HOA, the maximum load of brick is restricted to 5,000 bricks, and the maximum truck weight (loaded) may not exceed 8tons. It is the obligation of the Home Owner and/or Contractor to notify his suppliers of this, and the HOA shall not entertain any claims of losses or damages in this regard.
- g) Deliveries times may only be done during the Construction times as set out.
- h) The Estate Security personnel reserve the right to subject vehicles entering and exiting the Estate to a search.
- i) Points of access: Contractors shall only access and exit through the designated areas and all deliveries are to be made via the contractor’s gate.
- j) Any contravention of security and access rules will be severely dealt with by the HOA, and depending on the nature and the circumstances, could lead to the suspension of building work, and barring of access to the Estate.

2. CONTRACTORS LABOUR

- a) Labour must be an employee of the contractor and only under limited circumstances will casual labour be allowed on site. This shall be at the sole discretion of the HOA.
- b) All labourers must be registered at the Security Control Room where they MUST submit identification prior to being granted access.
- c) All labourers will have to disembark the Contractors vehicle at entry and exit, and will have to pass through the Turnstile Gates.
- d) No Labourers may walk in or out the Estate at any time, without exception.

3. DISCIPLINE

- a) The contractor is responsible for the discipline of his labour, sub-contract labour and delivery personnel on site.
- b) Labourers are not permitted to walk between the construction site and the entrance / exit gates. Labourers will remain on the site where they are busy constructing, and will not be allowed to move between construction sites on the Estate.



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- c) The contractor of any employee found walking across the green areas, between sites will be spot fined, and the employee liable to instant removal from site.
- d) No vehicles will be allowed to cross any part of the green areas, or parkland, or to deviate from roads or recognized road route. Any vehicle convening this rule will attract a spot fine, be liable for instant removal from the site and liable for damages sustained.
- e) Vehicles with mechanical legs on trailers must use protection for possible road surface damage.
- f) Any dispute between the contractor and it's employees must be settled outside the boundaries of the Estate.
- g) If any employee is found disturbing or endangering the animal, fish or bird life, or is found pilfering, stealing or removing material or goods off site without permission or is involved with any form of violence, the company who employs that person will be removed from the site and both employee and company will be denied the opportunity to undertake an further work on the site.
- h) The contractor is responsible for all his sub-contractors as well as the deliveries, and any damages caused by his own employees, sub-contractors employed by him or delivery vehicles delivering materials to his site, and he is liable to pay for any damages that may occur on the site. These damages also include damage to kerbs, roads, paving, plants, irrigation and or damage to private property.
- i) The HOA will have the sole discretion as to the nature, extent and value of these damages, and the identification of respective vehicles and persons.
- j) Ultimately, the Home Owner remains fully responsible for any damage to the Estate by any of their Contractors.

4. HOUSEKEEPING AND TIDINESS

- a) The site is to be kept as clean as possible of building rubble and general cleaning and good housekeeping practice must take place during building operations.
- b) No concrete, dagha, cement or such may be temporally stored, or mixed or prepared on any of the roadways, kerbs, pavements or coves.
- c) Materials that are off loaded by a supplier of Contractor may not encroach onto the adjacent site, the pavement or roadway. Where suppliers fail to adhere to this, the responsible contractor shall move the materials accordingly. The contractor is also responsible for removal of any sand or rubble that may have washed or moved into the road.
- d) If any delivery vehicles drop oil (engine or hydraulic) on ANY part of the roadway – including leading to the house and throughout the Estate) – then that Contractor is responsible to



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- ensure that the oil is FULLY removed the same day.
- e) The Contractor is to ensure that the roads and the vicinity of his house site is always kept neat and tidy, including materials or mud or spoil being driven or dropped onto the road or sidewalk.
 - f) The Contractor shall provide adequate facilities for rubbish disposal and ensure that the workers use the provided facilities and that the any rubbish that can be blown away by wind, is removed every day. No rubbish may be burnt or buried on site. No form of paper, cement bags, tile off cuts, ceiling boards, roof tiles, rubble, or the like is to be left lying around, nor be allowed to blow off the site.
 - g) With the dams and water features on the Estate, pollution and contamination of groundwater and run-off water is particularly sensitive. Contractors shall ensure special care in their handling, disposal and cleaning up operations, with particular note to paint, tile grout, tile adhesive, cement and Rhinolite, chemicals, oil and fuel, etc. Special preventative controls must be taken on all sites to avoid spillage. Water spray off into the road is strictly prohibited.
 - h) Fires for cooking or other purposes will not be permitted. Contractors must ensure that their employees make no fires for any heating purposes.
 - i) The Contractor shall provide approved portable chemical toilets facilities for the workers.
 - j) Toilets and changing facilities shall be suitably positioned and screened within the Property walls and must be kept hygienic.
 - k) No Contractors, sub-contractors or suppliers boards, or advertising of any kind will be allowed.
 - l) Construction materials may only be delivered to the house site during the stipulated times.
 - m) The certificate of completion by the HOA includes for the site to be entirely cleared of all rubble, surplus materials, and be impeccably clean, and the verge re-instated (including laying of grass), all to the satisfaction of the HOA and built as per the approved plans and Estate guidelines.

5. GENERAL

- a) The speed limit is indicated at 20km/h and speeding and reckless driving will not be tolerated.
- b) Due care must also be taken by all vehicles not to block the thoroughfare of roads.
- c) No pets, birds, or domestic animals of the contractors' will be permitted onto the Estate.
- d) Noise and dust reduction is essential, and Contractors shall endeavor whenever possible to limit unnecessary noise, especially employee loud talking, shouting or whistling, radios, sirens or hooters, motor revving etc.



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- e) Contractors are expected to conduct their operation in a reasonable and co-operative manner. Should the HOA have any concern with the conduct of the Contractor, his subcontractor or his suppliers and any of their employees, the HOA may rectify as deemed necessary and/or reserve the right to suspend building activity either indefinitely or until such undesirable conduct is rectified, which it may do so at any time and without notice, and without recourse from the owner and/or Contractor and/or sub-contractor, and/or supplier.
- f) Vehicles leaking oils and fluids will not be permitted to park on the roadways, and may be refused entry into the Estate.

6. BUILDING PLAN SUBMISSION AND BUILDING INSPECTIONS

- a) This document should be read in conjunction with the Estate Architectural Guidelines and the Architectural Submission document. This also applies to any additions, alterations, and changes of external specifications.
- b) It is ultimately the owners responsibility to ensure compliance to the guidelines/approved plans – as well as all rules governing.



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7. ACKNOWLEDGEMENT

The above document is fully understood and the Contractor and owner undertake to comply with the above points, in addition to any further controls which may be instituted by the HOA from time to time in the form of a written notification and to ensure compliance by any sub-contractors employed by the Contractor, and any suppliers to either contractors, sub-contractors or owners.

Signed by the Owner at _____ on _____ Day of _____ 20____

Owner

House number

Signed by the Contractor at _____ on _____ Day of _____ 20____

Contractor

Contractors Contact Detail;

Contractor Company Name	
Contractor On Site (person)	
Business Telephone	
Cellular Phone	
Email address	