

**NEW YORK CITY HOUSING AUTHORITY  
EXECUTIVE DEPARTMENT**

**MEMORANDUM**

**OGM200802**

**TO: Distribution C**  
**FROM: Douglas Apple, General Manager**  
**DATE: July 28, 2008**  
**SUBJECT: General Rules of Behavior for On-Site Consultants**

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**General**

1. The provisions of these General Rules of Behavior for Contractors/Vendors are intended to govern the behavior of contractors, vendors and consultants (collectively “**consultants**”) and their staff when performing work on NYCHA premises, often alongside NYCHA’s own staff who are subject to similar rules of behavior in the performance of their duties. In general these rules supplement those specified in the General Terms and Conditions of the consultant’s contract; in the case of any discrepancy between these Rules and the General Terms and Conditions, the latter shall apply.
2. NYCHA Contract Administrators are responsible for monitoring the on-site behavior of their consultants and consultant staff working on NYCHA premises, and enforcing these general rules of behavior.

**Performance:** Consultants and their employees shall not:

1. Fail to comply with these General Rules of Behavior.
2. Refuse, fail or neglect to follow a reasonable directive or order of a NYCHA supervisor or interfere with any person carrying out such directive or order.
3. Use abusive, profane or offensive language or gestures directed at any employee or resident of NYCHA or any member of the public while on duty.
4. Be under the influence of or in possession of alcoholic beverages, except in unopened, sealed containers, during working hours.
5. Engage in private activity that may be reasonably construed as constituting official action of NYCHA, without the consent of NYCHA.
6. Fail to carry a valid NYCHA-issued identification card during work hours or fail to display it upon request.

7. Fail to use the Kronos timekeeping system, if required to do so based on job assignment.
8. Remain on NYCHA premises after their regular working hours unless authorized to do so.
9. Wear attire that is unsuitable for a business environment or wear clothing that displays messages that may be viewed as offensive to others.
10. Smoke inside any building or vehicle owned, operated or leased by NYCHA or within any outdoor area used as a playground area or used by any child day care center at any NYCHA development.
11. Use NYCHA's Mail Center for personal correspondence or personal packages.
12. Post or hang any unauthorized notices or posters on NYCHA property.

**Conduct:** Consultants and their employees shall not:

1. Fail to adhere to the requirements of NYCHA's Equal Employment Opportunity Policy Statement or NYCHA's Sexual Harassment Policy Statement.
2. Accept or give any valuable gift or gratuity or a combination thereof from any resident or NYCHA employee.
3. Engage in any activity unrelated to the consultant's contract on NYCHA time utilizing NYCHA equipment.
4. Use NYCHA resources, such as staff or letterhead, for any non-NYCHA purpose.
5. Enter into any personal business or financial relationship with any NYCHA employee that has not been approved by NYCHA.
6. Solicit contributions or payments, or sell goods or services for private gain, on or adjacent to NYCHA property, except as authorized by NYCHA.
7. Fail to report directly and without delay, to the Office of the Inspector General or the New York City Department of Investigation conduct that they know to involve corrupt or other criminal activity by any officer or employee of NYCHA.
8. Possess, sell or use any controlled substance on or off duty, except with the written approval of a licensed physician and then only if the use of such substance will not interfere with the proper performance of his/her duties.
9. Possess or display any firearm or any other type of weapon, or use any object as a weapon on NYCHA premises or in its vehicles.
10. Engage in illegal gambling in any form on or within any building, grounds or vehicle owned, operated or leased by NYCHA.

11. Strike, attempt to strike or threaten any NYCHA employee, applicant or resident of NYCHA.
12. Intentionally damage, tamper or interfere with the property of NYCHA, or of any employee, resident, or contractor of NYCHA.

**Use of NYCHA Equipment and Property:** Consultants shall not:

1. Violate NYCHA's Communications and Business Systems Policy relating to the use of computers, the Internet, telephones, voice mail, answering machines, facsimile (fax) machines, electronic mail and photocopiers; or remove from any NYCHA premises/facility any official records, files or documents of NYCHA without the express permission of NYCHA.
2. Operate, borrow, remove, use or permit to be operated, borrowed, removed or used, any NYCHA vehicle, equipment, property or supplies without proper authorization.
3. Fail to use reasonable care in the operation, use and maintenance of NYCHA vehicles, equipment, property or supplies.
4. If authorized in writing to use NYCHA vehicles, neglect or fail to use all appropriate safety measures while operating NYCHA vehicles or equipment in performance of their duties.
5. Fail to report promptly to a NYCHA supervisor any damages to or loss of NYCHA vehicles, equipment, property or supplies.