

**Welcome to Fletcher Living**  
We can't wait to start working with you



**Fletcher Living**  
Love your new home

## **Creating homes Kiwis love to live in.**

Fletcher Living has a long history and strong commitment to providing quality new homes for Kiwis. It has taken 110 years to get to where we are today - since James Fletcher built his first weatherboard home in Dunedin in 1909. The home still stands proud and is an ever-present statement of our craftsmanship.

Our people are our greatest asset, and we reflect this in our values. We all have a part to play in nurturing and fostering a culture that's safety-led, inclusive and enables us all to thrive.

Here at Fletcher Living, doing the right thing matters. We are accountable for our actions and for living and championing our values.

This document is our Contractors' Code of Conduct, it's the overview of the way we work and sets out the standards we expect of ourselves and each other. It explains how and why we do things and how to work with us safely.

Please familiarise yourself with this guide, we look forward to a great partnership with you and your business.

With thanks,  
Sam Rapson



General Manager - Residential

## Our Values

At Fletcher Living we are proud of our reputation of working with integrity and living by our values. Our values provide a clear and simple overview of what is important to us, and how we expect all of our people and contractors to behave.

At Fletcher Living, doing the right thing matters – being honest and fair, treating others with mutual respect, and being accountable for our actions.



## Protect

Protect is one of our Core Values. We are putting the belief that 'all injuries are preventable' front and centre in all that we do. The health, safety and wellbeing of our people always comes first.

Our Life Saving Rules are a simple set of rules that are the foundation of our approach to safety. They represent our critical risks and are designed to keep you and others safe and must be followed at all times.

Our Life Saving Rules take you HOME.

## Our Life Saving Rules

On site this means:



We always work free from  
drugs and alcohol



We always set up and  
obey exclusion zones



We always obey  
the site speed limit



We always protect  
ourselves against falls



We never alter scaffold  
and fall protection unless  
approved by installer



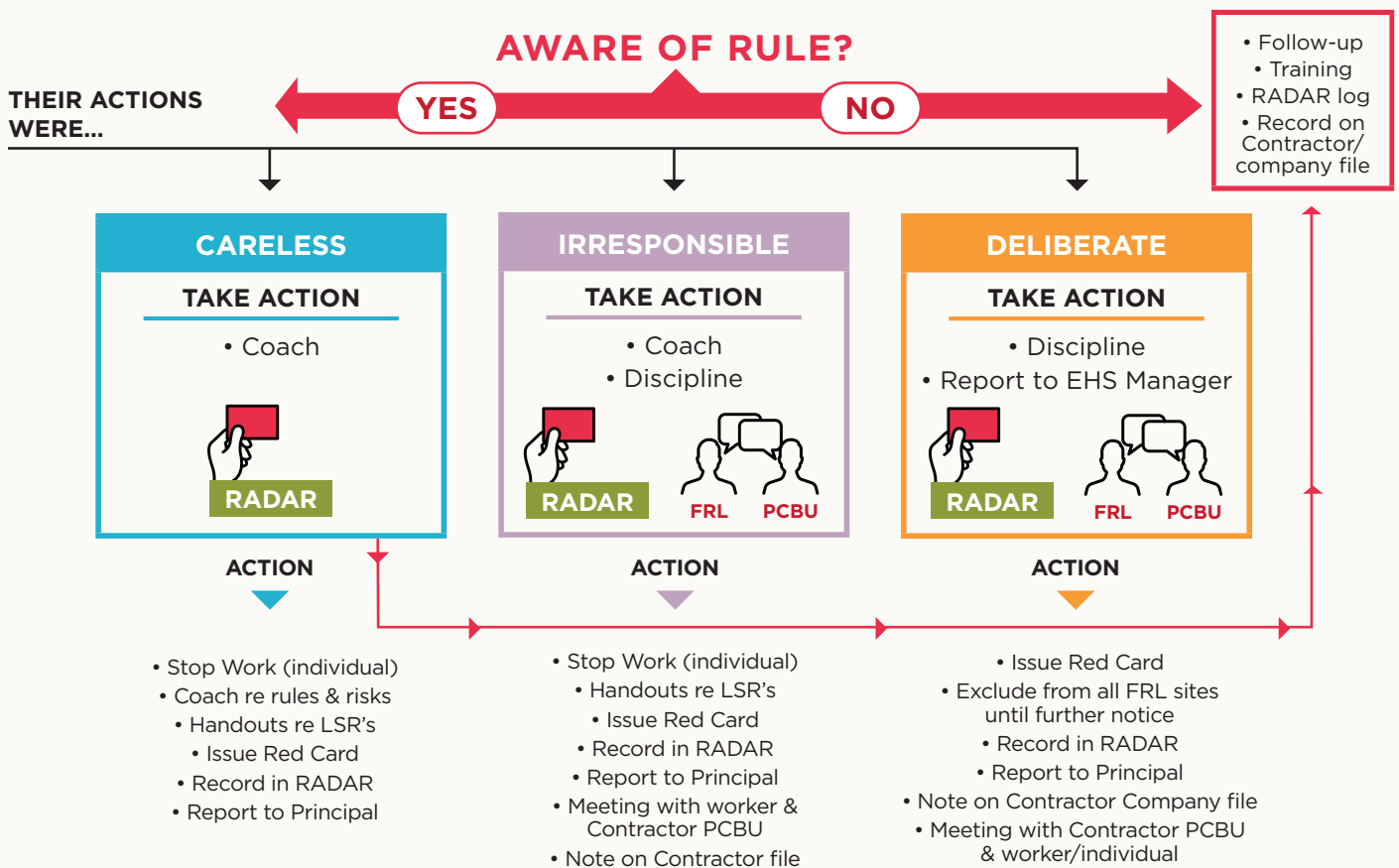
We protect everyone  
from dust and  
harmful substances

## Protect

We take breaches of our Life Saving Rules very seriously and the below diagram sets out the process and outcomes for our Contractors in the event of a Life Saving Rule breach.

### Life Saving Rule Breaches

Process & Outcomes for Contractors



#### SUPPORTING INFORMATION

##### CULPABILITY

###### CARELESS

- Individual failed to recognise a risk despite training
- No previous LSR breaches or at least 12 months

###### IRRESPONSIBLE

- Individual failed to recognise a risk despite training nor take any preventative measures
- Individual has a recorded offense on file
- Placed others and self at risk

###### DELIBERATE

- Individual has enough training to have been aware of risk
- Acted with intention/aggressively
- Increased risk by changing procedure
- Individual has a recorded offence on file

## Protect

### What this means for you:

- You are responsible for your own Health & Safety, and the safety of those around you
- Always come to work fit and capable of doing your job safely
- Look out for yourself and your teammates by identifying and managing workplace risks and hazards
- Make sure you report all hazards, incidents, and near misses so we can learn and take action to avoid future harm
- Understand and comply with the obligations you have under our Health & Safety policies and Health and Safety law
- Stop work if it is unsafe or uncontrolled



## **Our Drug & Alcohol Standard** **We always work free from drugs and alcohol.**



Everyone who works for us is considered to be working in a safety sensitive role.

Drugs and alcohol 'on' and 'off' the job can affect the way you behave and perform at work, as well as the safety of yourself and others. Fletcher Living takes a firm view against the use, sale or possession of illegal drugs, the misuse of legal drugs or use of alcohol on any of our sites.

At Fletcher Living we carry out Drug and Alcohol testing with our contractors across the following scenarios:

- Post-accident / incident testing
- Just cause testing (where observed behaviour causes safety concerns)
- Random testing

### **What this means for you:**

- Undertake drug & alcohol tests when required as per the [Fletcher Living Drug & Alcohol Policy](#)
- If you are involved in a serious or potentially serious safety incident, a post incident drug and alcohol test is possible
- All our sites are subject to random testing
- Refrain from attending work under the influence or in possession of drugs and/or alcohol at work
- If you are taking prescribed drugs or other medication that may affect your ability to work safely, notify your supervisor or manager immediately

## Useful Information

We have a number of detailed Health and Safety documents that are always available on our [Fletcher Living Contractor Portal](#).

- Fletcher Living Health and Safety Manual
- Fletcher Living Risk Register
- Fletcher Living Personal Protective Equipment Guidelines
- Fletcher Living Drug & Alcohol Policy

In addition, you can find on our Contractor Portal updated communications, access to induction and training materials, and Accounts Payable information.

## Signature and Declaration

I confirm that I have read and understood the Fletcher Living Contractors' Code of Conduct and agree to abide by it.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_