

## **DEFINITION OF CONTRACTOR ON-SITE PERSONNEL**

Contractor on-site personnel refers to personnel hired to perform the duties specified in a contract between the Bank and a contractor, and to work full time or part time on World Bank Group premises.

## **REQUIREMENTS OF CONTRACTOR ON-SITE PERSONNEL**

Contractor on-site personnel must review the following before working on Bank Group premises.

Contractor on-site personnel must follow Bank Group policies and practices when on Bank Group premises. Please note that on occasions when Bank Group management grants early release to Bank staff, contractor on-site personnel are not included.

Contractor on-site personnel must speak, read, and write English.

Contractor on-site personnel must dress appropriately.

*If you have questions or if you need more information, please talk to the Contractor.*

## **CONTRACTOR INFORMATION**

Name of contracting firm:



Name of your supervisor:

## **TELEPHONE NUMBERS:**

1. Office

2. Cellular

3. General Office

**World Bank Group**

# **Code of Conduct for Contractor On-site Personnel**



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## **CODE OF CONDUCT OF CONTRACTOR ON-SITE PERSONNEL**

The conduct of contractor on-site personnel, will be in line with Bank Group rules and regulations, and will conform to that expected from any staff member of an International Organization. If contractor on-site personnel fails to comply with the expected standards of conduct, the contractor on-site personnel will no longer be allowed on Bank Group facilities.

Unacceptable conduct includes, but is not limited to:

- Theft in any form
- Illegal conduct of any kind inside or outside of the organization
- Conduct that poses, deems to pose, or may be perceived as posing a security threat by GSD Security Operations. This includes leaving secure storage facilities open to the public, or unauthorized use of building passes.

Contractor on-site personnel must also be familiar with Bank Security, Fire and Safety Regulations for contractor on-site personnel.

## **PROTECTION OF BANK FURNISHED PROPERTY AND SERVICES**

The Bank Group expects contractor on-site personnel to:

- Not disclose information and materials obtained while working on a Bank Group contract to anyone outside of the intended recipient(s).
- Not use the Bank Group telephone systems for private business, personal calls, or any long distance calls. Long distance calls will be submitted to the Contractor for reimbursement.

■ Not use the Internet for activities not related to work. This can result in immediate expulsion from Bank facilities.

■ Not remove Bank property from Bank premises, without prior approval in writing from the Bank Group Project Manager. When approval is granted, contractor on-site personnel must follow the Bank Group property pass regulations.

### **Communication Between Contractor On-site Personnel and Contractor**

Contractor on-site personnel should talk directly with the Contractor about:

- Job descriptions
- Duration of assignment
- Wages
- Working hours

■ Agreement on work schedule during Bank Group scheduled holidays and unplanned closures

■ Working conditions

■ Work quality standards

■ Benefits (e.g., health coverage)

■ Performance evaluations

■ Training and job advancement

■ Direct reporting issues between contractor on site personnel and contractor

■ Issues with Bank staff or with other Bank contractors.

■ Safety Policies and Procedures and injury reporting.

■ Information relevant to Employer Human Resource Policies and Employee Handbook

### **Communication Between Contractor On-site Personnel and Bank Project Manager**

When contractor on-site personnel report directly to a Bank Project Manager, the following topics can be discussed directly with the Bank Project Manager:

- Clarification of individual assignment and work deliverables,
- Overall guidance about the assignment,
- Questions relating to Bank business practices that have an impact on contractor on-site personnel task,
- Questions relating to Bank Safety and Security Policies and Procedures.