

CODE OF CONDUCT

1. You are working as a contractor directly for Stafi, your contract is direct with us, and recommendations, suggestions, or orders made by your Stafi supervisor must be followed.
2. Confidentiality:
 - Accepts and acknowledges by this essential act, that it has an obligation to maintain the fullest and absolute confidentiality of all information that may come to its attention, or to which it may have direct or indirect access, and which has or may have a connection with the particular or general business or activities of the company or its customers, suppliers, contractors or other related entities or persons.
 - Likewise, it acknowledges and accepts that the aforementioned reserve and confidentiality shall subsist permanently, indefinitely, and independently of the validity or termination of the Contract. Likewise, the Parties agree that, upon the termination of the contract, the Contractor shall return or delete from its equipment or personal accounts immediately and in a single act any and all documents and other material information in its possession that is its property or is related to the activities or affairs of the Company.
 - They further agree to safeguard the good name or prestige of the company with respect to partners or contractors working for the company both during the term of his contract and after its termination indefinitely. The contractor knows and understands the consequences of the act of defamation of the company, its partners, and contractors in accordance with the laws of the State of Florida.

- The contractor undertakes to safeguard the good name or prestige of the company with respect to the partners or personnel working for it both during the term of this Agreement and after its termination for a term of 3 years. The contractor knows and understands the consequences of the act of defamation of the company, its partners, and personnel in accordance with the laws of the State of Florida.
 - It is prohibited to discuss with their clients the following things:
 - Contract conditions
 - Service Fees.
3. It is strictly prohibited for your services to be contracted directly by any customer of the company, at your or the customer's request at any time during the term of this contract, extending for an additional 3 years after the termination of your contract with the company.
 4. The contractor undertakes to comply with all the tasks and/or projects defined or to be defined by the company and the client in the time and manner agreed upon. These may be communicated verbally or in writing
 5. The contractor is expected to have the knowledge, experience, willingness, equipment, and means necessary to fulfill the obligations of his contract, including having a stable and sufficiently fast internet connection to maintain connectivity to perform his tasks quickly and efficiently, as well as having adequate video, audio, computer and cellular equipment, which includes having a data plan in case he needs to travel or be away from his home.

6. It is strictly forbidden for the contractor to refer or recommend family members, clients or friends directly to the client, such referrals must be sent to the company for evaluation and if appropriate, the client will be informed of such referrals or recommendations.
7. It is strictly prohibited for the contractor to have any secondary job or to work double shifts, as the commitment to the company is full-time.
8. The contractor will additionally get their contract terminated if he performs one or more of the following actions:
 - Deceiving Stafi, by means of the presentation of false certificates for admission or tending to obtain an undue advantage.
 - Any act of violence, injury, mistreatment, or serious verbal or physical indiscipline incurred by the contractor during his working hours, against the company, members of his family, or his representatives and partners.]
 - Any serious act of violence, insult, or mistreatment incurred by the contractor outside the service, against the company, members of his family, or his representatives and partners.
 - Any immoral or criminal act committed by the contractor in the performance of his duties.
 - Poor work performance relative to other contractors and average performance on similar jobs, when not corrected within a reasonable time despite the company's request.
 - Systematic non-compliance, without valid reasons, on the part of the contractor, of conventional or legal obligations.
 - Performing your labors under the influence of alcohol or psychoactive substances.

9. In the event that the contractor requires a day off for personal reasons, he must first notify the company for approval at least 15 days in advance, and after the company's approval, he must wait for the client's approval. These days off will be deducted from your monthly payment if they are requested before fulfilling the periods stipulated in your contract.

In the case of vacations, these must be requested 30 days in advance and in accordance with the periods stipulated in your contract.

10. To maintain a safe and productive work environment, the company expects its contractors to be responsible and punctual. Absenteeism and tardiness place a burden on other contractors and the company. Non-attendance and excessive tardiness are disruptive. Either may result in disciplinary action, including termination of the contract.

Contractors are expected to log on 05 minutes prior to each work day, company meeting, and client meeting, for which you should be ready and available to turn on your camera, so dress conservatively and discreetly, and be in a private, quiet, well-lit and orderly space.

11. All contractors must send a morning report, right at the beginning of their day, which should include their tasks to be performed, and an afternoon report which should include their tasks completed that day and those pending for the next day.
12. The contractor shall report to his supervisor at any or all times any inappropriate or suspicious situation by any member of the company or by the client, without fear of reprisal.



13. Feedback is an essential part of the contractor's development, so he/she should be receptive to it from the company and/or the client.
14. If you have any questions or comments regarding this document, please contact Human Resources.



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