

## **Cemetery Standards of St Employee Conduct:**

Contractor and contractor personnel are required to adhere to the following standards of dress and conduct while performing work in the National Cemetery. These standards and regulations are enforceable under Title 38, U.S.C. Section 218. Contractor and Contractor Personnel --

- (a) Shall be fully clothed at all times, to include long slacks or pants and shirt, buttoned up from neck to waist. Clothing shall be clean each day. Any soiled clothing should be cemetery work-related that day. T-shirts and/or tank tops as outer garments are prohibited. Shoes/boots will have no holes or loose soles. Steel-toed shoes will be required in accordance with OSHA. Contractor employees will maintain personal hygiene.
- (b) **Shall not engage in loud or boisterous behavior or use profane or abusive language. Will show proper reverence during committal service.**
- (c) Shall not eat or drink beverages except water or non-alcoholic drinks while in the work area or in site of committal shelter during a service. Use of intoxicating beverages and/or drugs is strictly prohibited.
- (d) **Contractor personnel shall not lean, sit or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.**
- (e) It will be the discretion of the Cemetery Director to implement immediate removal of Contractor and/or Contractor personnel from cemetery grounds if these standards are not adhered to during the performance of the contract. Contractor shall administer disciplinary action immediately as required to Contractor employees.

## **Supervision & Training**

- (a) The Contractor is responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required.
- (b) The Contractor shall remove employees for cause, to include, but not limited to, misconduct in performance of duty under these specifications and/or conduct contrary to the Government's best interests.
- (c) The Contractor shall also be responsible for training and safety precautions for contractor employees performing work under these specifications. OSHA standards shall be observed by the Contractor in all work performed.
- (d) Appropriate safety equipment shall be furnished by the Contractor to contractor personnel and shall be used as prescribed by OSHA standards, including hard hats, safety shoes, safety glasses, and hearing protection devices.

### Use Of Cemetery Facilities

- (a) The Government shall not be responsible for any loss, damage, or theft of contractor items, nor shall free telephone service be provided. Contractor shall be responsible for acceptable standards of housekeeping and custodial maintenance of Department of Veterans Affairs facilities used by contractor's employees.
- (b) The Contractor shall take adequate safety precautions to prevent hazardous product spills, fire hazards, odors and unsanitary conditions.
- (c) The Contractor is responsible for safely handling any chemicals, pesticides, herbicides, cleaning solutions, etc. in accordance with manufacturers recommendations. An MSDS (Material Safety Data Sheet) is required for all chemicals, pesticides, herbicides and cleaning solutions.
- (d) Only the Contractor's equipment, supplies and property necessary to perform work under this contract shall be stored at the Contractor's designated storage area at the end of each workday. No maintenance or repair of Contractor equipment shall be conducted on cemetery property.
- (e) Contractor employees may park privately owned vehicles in the area designated for parking by the Director.

### Liability & Indemnification

- (a) The Contractor shall possess and maintain all necessary insurance, licenses and permits required for contract performance. Contractor is responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by his/her employees fault or negligence, and shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of South Carolina.
- (b) The Contractor shall take all necessary precautions to prevent damage to headstones, markers, monuments, flower vases and other cemetery structures during execution of this contract. The Contractor shall be charged current replacement costs for headstones or other property damaged because of actions by Contractor personnel.
- (c) It is agreed and understood that there is no limitation on the Contractor's liability. In no event shall the Government indemnify and hold harmless the Contractor from all damages, expenses or harm incurred by the Contractor, or from all damages, expenses, or claims, which may arise from third party claims.