



## **VENDOR CODE OF CONDUCT**

Watson Association Management takes on a certain level of responsibility when recommending the services of a vendor to its clients, and therefore it is necessary to set certain standards for vendors. The following minimum standards must be met by any vendor seeking the recommendation and use by Watson Association Management to service its clients.

- Be absolutely honest in all dealings with Watson Association Management and its clients and customers.
- Always return phone calls and emails in a timely manner. Be accessible and communicate.
- Do not make comments observation to residents about repairs that may need to be done or about the condition of the property.
- Complete only work that is listed on the work order and or contract.
- Do not promise to return or repair items which have not been authorized on the workorder and or contract.
- Do not discuss the Management Company and or the Board of Directors with residents.
- Always be professional, courteous and considerate.
- Never make any comments with sexual overtones, no matter how slight.
- Never enter a residence when only children under the age of 18 are home.