

# Identifying a Corvias Property Management Team Member

We believe it is important to create an experience for the residents we serve that is open and welcoming of all, inclusive, and focused primarily upon the service we are expected to provide. Therefore, we require our employees to maintain a professional appearance when working.

Each Corvias Property Management team member is responsible for dressing in a manner appropriate for his or her position and/or work environment. They are expected to maintain a neat, clean, professional appearance.



## **General Details:**

- Prior to hiring, all Corvias team members undergo a background check.
- All Corvias team members and vendors are required to have access to the installation where they work, including passing the applicable background screen to obtain a pass to enter the security gate.
- Corvias contractors and vendors are required to display their vendor pass in the windshield of their vehicle when performing services in the housing area.
- All Corvias maintenance team members are provided uniforms and required to wear them when working.
- Team members who work in the Community Center and Leasing Office are not required to wear clothing with the Corvias logo but are expected to wear clothing that is appropriate in the business setting.
- In any construction area, safety attire and personal protective equipment must be worn according to the standards set by Corvias' safety and health professionals in accordance with guidance from the Occupational Safety and Health Administration.
- T-shirts with logos may be permitted at resident events and will only reflect logos of the actual scheduled event.

## **Maintenance Team Uniforms:**

- Corvias provides maintenance team members with uniforms that consist of a collared shirt with the Corvias Property Management logo and the option of a hat that also has the logo.

- Corvias Property Management logo shirts are to be worn with work khaki or blue pants or shorts. Jeans are acceptable if they are in good shape, worn at the hip, and not ripped, torn, or faded.
- Uniforms should always be worn during work hours. It is also the responsibility of any employee responding to an emergency, such as after-hours maintenance calls, to dress in a manner appropriate for his or her job function and location.
- Maintenance apparel is returned if the team member terminates employment.
- Magnets with the Corvias logo are placed on all vehicles to include personal vehicles driven on-site by the maintenance team member.

## **Contractor Requirements:**

- Contractors are expected to display their base entry badge and wear clothing that is representative of specific company approved apparel.
- Contractors should be easily identifiable and maintain a professional and clean appearance.

At any time, residents are encouraged to call their Community Center to verify that the person requesting access to their home is a Corvias employee or vendor/contractor.