

Company Name _____

Phone _____

Email _____

Website _____

Business Address _____

Areas of Operation (Tick all that apply)

- The Yard**
- The Marina (the docks)**
- The Marina (on land)**
- Other / Offsite**

Type of work / Business category

- | | | | | |
|--------------------------------------|---|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Broker | <input type="checkbox"/> Detailing / Polishing | <input type="checkbox"/> Antifouling | <input type="checkbox"/> Painting | <input type="checkbox"/> Prop speed |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Surveys / Inspections | <input type="checkbox"/> Boat Building | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Gas fitting | <input type="checkbox"/> Aircon / Refrigeration | <input type="checkbox"/> Sail Making | <input type="checkbox"/> Servicing | <input type="checkbox"/> Other |

Key Words _____

Blurb / Description (50 words)

Please email copy of company logo to admin@nelsonmarina.co.nz

Company Director / Manager Details

First Name: _____ Last Name: _____

Mobile No#: _____ Business No#: _____

Email: _____

Emergency Contact	Name: _____	Phone: _____
--------------------------	-------------	--------------

Insurance Details Send copies of insurance to admin@nelsonmarina.co.nz

- I have supplied the Marina Office with a current copy of the company's **Public Liability** insurance of at least **\$5,000,000**
- I have supplied the Marina Office with a current copy of the company's **Ship Repairers** insurance of at least **\$5,000,000**
- I understand that insurance must be always kept current, and any renewal documents be sent to the marina each year

Public Liability Insurer _____ Expiry / Renewal date _____

Ship Repairer Insurer _____ Expiry / Renewal date _____

Staff Details Total Number of Staff / Employees (who will work at the marina):

First Name	Last Name	Position	Phone Number	Card No

- I understand that as director / manager of the company all employees are my responsibility
- I will advise the Marina Office should staff members leave to ensure that they are no longer granted access under my company details
- I will ensure that all staff members complete the online Nelson Marina Health and Safety Induction prior to commencing work
- I have read and understood the marina rules, the rules of the yard and the contractor code of conduct

Signed on behalf of _____ **By** _____

Signature _____ Date: _____

Professionalism and Work Ethic

- Contractors must consistently demonstrate professionalism, commitment to task, and a positive work ethic.
- Contractors are expected to honour agreed timelines, deliverables, and service quality.

Respect and Courtesy

- All interactions with marina staff, boat owners, and the public should be conducted with respect and courtesy.
- Discrimination, harassment, or any form of disrespectful behaviour will not be tolerated.

Safety and Compliance

- Contractors are expected to adhere strictly to all safety protocols and regulations.
- Use of personal protective equipment is mandatory where required.
- Compliance with all Nelson Marina & Boat Yard rules.
- Compliance with all relevant local & national laws and regulations.
- Contractors must not use or operate Nelson Marina machinery or equipment without prior authorisation.

Confidentiality and Privacy

- Contractors must respect and protect the confidentiality of sensitive information encountered during their work, which may include operational processes, financial information, client data, or proprietary technology.

Quality Assurance

- Contractors must deliver services of the highest standard

Environmental Stewardship

- Contractors must abide by best practices that minimize environmental impact. This includes proper waste disposal and efficient resource use.
- Contractors must adhere to any marina policies regarding environmental protection and sustainability.

Timely Reporting and Effective Communication

- Any issues, accidents, challenges, or hazards should be promptly reported to Marina Staff
- Contractors must maintain open and honest communication with all marina staff.

Conflict of Interest

- Contractors must avoid any activities or relationships that could create, or appear to create, a conflict with the interests of the marina or its stakeholders.
- Any potential conflict of interest must be disclosed to the marina immediately.

Integrity and Transparency

- Contractors must demonstrate integrity in all dealings with the marina, including financial transactions, progress reports, and problem resolution.

Marina Representation

- When on marina property contractors should behave in a manner that positively reflects the marina's reputation and values.

Dispute Resolution

- Contractors should follow the dispute resolution mechanism to resolve any disputes that may arise.

Regulatory Compliance

- Contractors must adhere to any industry-specific regulations, standards, or codes applicable to the services they are providing.

Violations of this Code of Conduct can lead to penalties, up to and including termination of access. This Code of Conduct may be revised as deemed necessary by Marina Management. Contractors will be notified of any changes in a timely manner.