

**Assisted Housing Complexes  
Managed by Human Resource Development & Employment Inc.**

**Code of Conduct for Emergency Backups**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_, will do my duty as an Emergency Backup for \_\_\_\_\_ Unity Apartments. I will act professionally in the absence of the housing manager. I will respond to any tenant emergency as quickly as possible. I will contact the proper authorities and stay present until the situation is resolved. I will at no time abuse the authority that has been bestowed upon me. I will at no time abuse the fact that I hold a master key, which is to be used for emergencies only. I will report directly to the housing manager. I will at all times keep confidentially at the highest level possible. If at any time I am not sure how to handle a situation, I will contact the housing manager or supervisor immediately.

\_\_\_\_\_  
Emergency Backup

\_\_\_\_\_  
Housing Manager

\_\_\_\_\_  
Date

Revised 2/2023