

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

**Code of Conduct
for Emergency Backups**

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 4/2021