

This document outlines the professional responsibilities and conduct expectations for domestic service providers engaged through Aron Helps, encompassing comprehensive residential and commercial space maintenance.

Employment duration: More than 1 year

Core Duties and Responsibilities

Cleaning Responsibilities

- Dusting furniture, shelves, and surfaces to ensure immaculate presentation
- Vacuuming and sweeping floors, carpets, and rugs.
- Mopping of all floor surfaces.
- Cleaning and disinfecting bathrooms and kitchens, including toilets, sinks, counters, and appliances.
- Washing and polishing windows, mirrors, and other glass surfaces.
- Changing bed linens and towels.
- Washing and folding laundry.
- Emptying trash bins and recycling containers.

Tidying and Organizing

- Picking up and putting away items that are out of place.
- Organizing shelves, drawers, and closets.
- Restocking supplies, such as cleaning products, towels, and toiletries.

Additional Responsibilities

- Reporting any maintenance issues or damages to management.
- Maintaining a clean and tidy work environment.
- Following safety procedures and using cleaning products appropriately.
- Perform supplementary tasks such as cooking, grocery shopping, or childcare, depending on the specific role requirements.

Professional Skills and Qualifications

- Physical Stamina: Demonstrate physical endurance with the capacity to stand for extended periods and perform repetitive tasks.
- Attention to Detail: Thoroughness and a keen eye for cleanliness are essential.
- Ability to Follow Instructions: You need to be able to follow instructions and work independently.
- Experience with Cleaning Tools and Products: Familiarity with various cleaning tools, equipment, and products is a plus.

- Communication Skills: While not always a primary focus, the ability to communicate effectively and openly with employers or supervisors is helpful.

Professional Code of Conduct and Ethical Standards

Personal Comportment

- You must maintain calm at all times
- Consistently demonstrate respect and politeness to your employer
- You must not involve yourself in your employer's personal businesses outside your job description.
- You must not steal or seize items from your employer's home or office. Theft is absolutely prohibited.

Professional Boundaries

- You are not permitted to insert yourself into conversations that do not involve you.
- Request for your personal space for rest, meals or privacy.
- Limit break periods as per employer instructions.
- Minimise personal use of your phones while at work.
- Do not raise your voice or shout within the walls of your employer's home except in contingencies.
- Avoid bringing prohibited items into your employer's home or establishment; such as hard drugs, alcohol, fetish substances or tools, incantations, jazz, poison etc.

Interpersonal Conduct

- Avoid any criminal intentions as Aron Helps would seize to work with you in cases where you're found wanting.
- Exceptional handling of babies and minors with care and gentleness.
- Maintain full decorum while working with younger employers.
- Please reach out to your Aron Helps handler if you have any work issues.
- Your dress at work must be decent.
- Maintain fantastic personal hygiene at all times by washing up well and cleaning up after yourself.

Salary & Bonuses

- You're entitled to your salary to be paid every month be it within and after your probation period.
- Bonuses are paid at the discretion of Aron Helps and are based on reported performance.
- You will receive a bonus for every month you successfully complete without giving your employer any issues or breaking the agency contract/rules. This is paid 2 weeks post salary payment.
- Your salary details are not to be discussed with third parties, colleagues or family members of your employer, all questions are to be redirected to the agency or your employer.

Disciplinary Measures

- Unauthorised absences may result in salary deductions
- Repeated rule violations constitute grounds for service termination
- Criminal intentions will result in immediate disassociation from Aron Helps
- Theft and missing work may be deducted from your salary according to the employer's instructions.
- Repeated violations of the listed rules are a cause for termination of services with Aron Helps.

Notice Periods:

- The Nigerian Labour Act stipulates minimum notice periods for termination of employment, which apply to domestic workers nationwide as well as Aron Helps Ltd or Aron Helps Domestic Services.
- The required notice for this contract of work contain within this code of conduct is 2 weeks for up to 3 months, one month for up to two years, two months for up to 3 years and more.
- A worker can resign (terminate the employment agreement themselves) after giving the appropriate notice by following the strict guideline above called Notice Periods.

Potential Liabilities:

If a domestic worker leaves without giving proper notice, they may be liable for breach of contract. The employer could potentially seek compensation for any losses incurred due to the lack of notice.

Rumours and unrelated work issues

It is possible that your new employer has nosy or jealous neighbours who may say untrue things to you to poison your mind or discourage you from your work. It is important that you bring such concerns or information to the agency and your employer promptly for investigation and resolution. Loyalty is key!

Contractual Relationship Clause

The Service Provider acknowledges that this agreement establishes an independent service arrangement with Aron Helps acting solely as a platform connecting service providers with service recipients. This is not an employment contract, and Aron Helps does not assume employer responsibilities.

Accept Terms of Work with Your Signature

By signing below, you confirm your understanding and unconditional acceptance of the terms outlined herein.

ACCEPT TERMS OF WORK WITH YOUR FULL NAME SIGNATURE,
AND DATE.

FULL NAME AND SIGNATURE

DATE