

Alvarez Elite Electrical Services (AEES)

Subcontractor Agreement & Code of Conduct (W-9 Subcontractors)

This Subcontractor Agreement (“Agreement”) is entered into between **Alvarez Elite Electrical Services (AEES)** and the undersigned subcontractor (“Subcontractor”). By signing below, the Subcontractor acknowledges and agrees to the following terms:

1. Independent Contractor Status

- Subcontractor must submit a completed **IRS Form W-9** before beginning work.
- Subcontractor is classified as an **independent contractor (W-9 status)**, not an employee of AEES.
- Subcontractor is solely responsible for **filing and paying all federal, state, and local taxes**, including self-employment taxes.
- This Agreement does not create an employment relationship and does not guarantee future work.

2. Project & Payment Terms

- Agreement to work on a specific project does not guarantee continued or future work.
 - Payment is made on a **weekly basis**, unless otherwise arranged with the supervisor.
 - Payment is **contingent upon successful completion** of the assigned electrical project, including passing concealment and final inspections.
 - Payment is peice-rate/project based and determined based on the size and scope of the project you are assigned. Peice-rate payment will be determined by your supervisor and outlined ahead of the project. Each project is priced and contracted individually.
 - If AEES tools are loaned, they must be returned in good working condition. Any damage, loss, or failure to return tools will result in replacement costs being **deducted from the subcontractor’s next check**.
 - Subcontractors must supply their own hand tools.
- ### 3. Code of Conduct
- Subcontractor shall conduct themselves in a professional manner at all times.
 - Subcontractor shall not misrepresent skills, licensing, or qualifications. AEES reserves the right to verify certifications.
 - Subcontractor shall not perform work under the influence of alcohol, recreational drugs, or non-prescribed substances.

- Smoking is prohibited inside worksites. If the project has a specific smoking policy, it must be followed. If none exists, smoking is only permitted off-premises.
- Subcontractors must not wear competing company logos while on AEES projects. AEES will provide branded shirts and/or vests.
- Subcontractors shall maintain a **valid photo ID** and, if driving for company purposes, **active auto insurance**.
- Any unsafe, disrespectful, or unlawful behavior may result in termination of the subcontract relationship.

4. Safety Rules

- Subcontractor must comply with **OSHA, Virginia state safety laws, and AEES safety guidelines**.
- Required PPE includes:
 - **Work boots**
 - **Hard hats, safety goggles, high-visibility vest/shirt, and work gloves** when conditions require.
- Subcontractor is expected to follow all lockout/tagout, fall protection, and electrical safety practices.
- Unsafe work practices may result in immediate removal from the project.

5. Additional Responsibilities

- Subcontractor agrees to:
 - Report hazards or unsafe conditions immediately.
 - Keep the work area clean and organized.
 - Treat AEES staff, clients, and other subcontractors with professionalism and respect.
 - Not solicit or accept work directly from AEES clients during or after subcontracting without AEES approval.
 - Operate a properly insured vehicle with a valid state-issued driver's license while conducting AEES business.

6. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the **Commonwealth of Virginia**.

Acknowledgment & Signature

By signing below, the Subcontractor acknowledges that they have read, understood, and agree to the terms of this Agreement and Code of Conduct.

Subcontractor Information

- Name: _____
- Address: _____
- Phone: _____
- Social Security Number/TIN: _____
- Email: _____
- Emergency Contact: _____

Signature: _____ **Date:** _____

Alvarez Elite Electrical Services Representative

Name/Title: _____

Signature: _____

Date: _____