

North America's Building Trades Unions Code of Conduct's



NORTH AMERICA'S
BUILDING TRADES UNIONS

Value on Display. Every Day.

Code of Excellence for Use in Construction of Nuclear Facilities

Adopted by Employers and Building Trades Skilled Craft Professionals for the Delivery of a World-Class Project

Background: This Nuclear Code of Excellence is a product of the cooperative efforts of the National Joint Labor-Management Administrative Committee, consisting of representatives of all construction crafts, as well as owner and contractor representatives. The National Committee has oversight responsibility for all projects placed under the Nuclear Power Construction Labor Agreement through commitments of Owners of Nuclear Construction Projects.

The National Committee, upon commitments of nuclear owners, determined that it was essential to adopt this code of excellence for nuclear projects because they recognize that the construction of nuclear power plants is a specialized, unique branch of construction. It requires a long period of construction work, large scale capital outlays, exacting construction and performance standards (including protection of the health and safety of the public and employees) and the need for highly skilled craft labor for many operations and complex management structures. The careful planning and scheduling of work operations can make a major difference in reducing costs and keeping the job on-schedule.

Intent: The parties to the Nuclear Power Construction Labor Agreement understand and acknowledge the national importance of nuclear power in assuring adequate supplies of energy for economic growth, the creation of job opportunities, and for a greater degree of energy independence. The responsibilities assumed by every stakeholder in this project, every job site representative, and every skilled craft professional, are not only of personal and community significance. They are responsibilities that connect directly to our duties to the future welfare and independence of the United States. For these reasons, job site representatives of owners, contractors, and unions, and all crafts workers on American nuclear power projects, know that their commitment to the high standards established on these projects is no ordinary undertaking. It is essential to the success of these projects that, in all the work we perform on these projects, we uphold the Code of Excellence for Nuclear Construction. This code will work in conjunction with the codes of conduct established by each individual craft union. As we undertake work of great scale we do not forget that even the smallest act has consequences and that what we do here will be remembered.

Nuclear Craft Worker Responsibilities

1. **Demonstrate the right work ethic and attitude.** Report to work with the proper equipment and gear, a professional appearance and a positive attitude. Commit to high productivity and quality. Work in a manner consistent with the high quality standards expected of a union craft person.
2. **Be timely and prepared.** Adhere to all start and quit times. Tardiness and absenteeism will not be tolerated, nor will the use of personal cell phones on the jobsite.
3. **Obey employer work rules and owner site requirements.** Follow safe, reasonable and legitimate employer directives. Exercise proper health and sanitation practices.
4. **Embrace safety as a core value.** Integrate safety into all activities. Keep alert and remain diligent to the task in front you. Do not be distracted by things that are not important to the job. “Mind on task and eyes on path” will keep you focused on the work at hand and out of harms way. Insure that you and your co-workers perform work in a safe manner at all times, without impairment from drugs or alcohol, consistent with the zero injury/accident approach.
5. **Support the Owner’s goals and objectives.** Respect and cooperate with the Owner-Employer, and your co-workers. The best way to secure work opportunities in the future is by developing a stellar reputation.
6. **Respect Owner/Contractor property.** Support efforts to prevent theft or pilferage of any sort.
7. **Maintain workflow and process.** Allow your representative to handle any disputes that may arise. Unlawful job disruptions will not be tolerated.

Contractor Representative Responsibilities

1. **Optimize efficiency and effectiveness through planning.** Provide well trained, positive project leadership along with the resources that will allow the project team to succeed.
2. **Communicate with the unions and the workforce.** Clearly document and explain the rules of the customer and conditions of employment. Administer the rules fairly to everyone on the project.
3. **Establish safety as a core value of your corporate culture.** Go beyond legal requirements and create an environment where the zero injury approach is embraced by all site personnel including fostering a substance abuse free project.
4. **Provide site-specific orientation.** Ensure that each employee receives a site-specific orientation that includes a description of job-site hazards, safety requirements, employee expectations, and project objectives. Continually monitor all site conditions, and insure that all materials and tools are available and equipment is in good working condition.
5. **Provide leadership.** Manage the project to the high level expected of a union contractor. Set a Plan. Communicate the Plan, and Work to the Plan. Lead!

6. **Treat all employees with respect.** Hold the desires of the customer and the respect of your project team at an equal level.
7. **Follow the agreement.** Adhere to the spirit and intent of the project labor agreement by enforcing its terms without prejudice.

Owner Representative Responsibilities

1. **Be actively involved in the project.** Provide knowledgeable owner staffing and be proactively involved in all aspects of the project. In particular, an effective and informative pre-job planning meeting is essential to project success.
2. **Communicate owner goals and objectives.** Be sure that the owner's project goals and objectives are clear to all project participants – including contractors, sub-contractors, craft workers, union stewards and business agents.
3. **Establish a safety culture.** Establish safety as a project core value –including the establishment of a drug-free and alcohol-free workplace. Demand results and reward success.
4. **Provide a clean, sanitary and health worksite.** Provide an appropriate lunch area, break area, and change facilities for both men and women. Make the job a desirable place to work.
5. **Manage the workload.** To the extent possible, manage the project schedule to level contractor and workforce demands. Maintain realistic project schedules. Coordinate peaks in workforce requirements with other local owners.
6. **Optimize total project cost.** Manage the project to optimize overall efficiency, effectiveness and productivity. Do not sub-optimize cost by focusing only on individual components such as contractor overhead or hourly labor rates.
7. **Enable the growth and development of the construction industry workforce.** Contractors and labor are valued resources necessary for the execution of the owner's capital program. Encourage the recruitment and training of the construction workforce of the future. Support wages and benefits that are competitive with other industries, and follow sound ethical contracting practices.

Union Representative Responsibilities

1. **Develop the construction workforce.** Maintain, promote, and continuously improve union training and certification systems. All unions and their respective local unions will exert their utmost efforts to fulfill the manpower requirements of the Employers.
2. **Encourage "Value on Display...Every Day."** Educate members on the importance of applying their knowledge, skills and experience to the best of their abilities every day.
3. **Cooperate and communicate with the employer.** Be a conduit of communication between the craft worker and the employer, and between the employer and the craft worker. Participate in regular scheduled meetings with the employer.

4. **Establish a safety culture.** Direct all members to follow jobsite safety standards and procedures. Support the establishment of a drug-free and alcohol-free worksite.
5. **Correct job performance issues.** Meet with members to correct and solve individual job performance problems.
6. **Provide job steward training.** Conduct specialized training for job stewards assigned to the project.
7. **Work to prevent disruptions on the jobsite.** Address jobsite issues proactively and in a timely manner.

The **Labor Relations Site Coordinator** will have the authority to interpret and enforce the provisions cited above.

International Association of Heat and Frost Insulators and Allied Workers



**The International Association of Heat and Frost
Insulators and Asbestos Workers**

**PROFESSIONAL CRAFTSMAN
CODE OF CONDUCT**

**Implementation Program to Promote
Jobsite Excellence
And
Customer Satisfaction**



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Overview

The International Association of Heat and Frost Insulators and Asbestos Workers (IAHFIAW) “Professional Craftsman Code of Conduct” is a program for IAHFIAW Local Unions in the construction industry to promote and bring about the best from our construction members on jobs performed by our signatory contractors.

The Professional Craftsman Code of Conduct

- < **Highest Quality and Quantity of work**
- < **Using best skills**
- < **Using best work practices**

The goal of the Professional Craftsman Code of Conduct is a job built on time, under budget, and built right the first time.

The Professional Craftsman Code of Conduct will instill in our membership pride in their craftsmanship. Upon completion of the job, the lasting impression of quality workmanship will remain with the customer, prompting him to utilize the IAHFIAW again.

The Professional Craftsman Code of Conduct will be accomplished through teamwork on the job, and projecting a positive attitude about the work we perform on and off the job.

The Professional Craftsman Code of Conduct must have the total support of the Local Union at all levels. The Officers of every Local Union must pay particular attention to this task by setting an example for others to follow, as well as the promotion of the Professional Craftsman Code of Conduct.

Because the role of a “Quality Control Craftsman” (QCC) is critical to the program’s success, the Business Manager, with the full support of the Officers of the Local Union, will carefully appoint, extensively train, and activate QCC’s on the job.

The QCC shall have full responsibility for communicating the Professional Craftsman Code of Conduct to all members, and insuring all members are fully meeting their responsibility to our Professional Craftsman Code of Conduct.

IAHFIAW Local Union Responsibilities

The Business Manager, through and in partnership with the QCC's, shall insure the responsibilities of the IAHFIAW Local Union in implementing the Professional Craftsman Code of Conduct assuring it is met everyday, by every member. Responsibilities include but are not limited to:

- < All members are adhering to the contractual starting and quitting times.
- < Break times are limited to the time allowed by the Contract, or Agreement(s).
- < Members are adhering to the lunch periods established in the Agreement.
- < Members shall meet their responsibility to have all tools on the established tool list and will carry the necessary and proper tools to meet their contractual responsibility as highly skilled, qualified craftsmen.
- < Members meet their responsibility in taking care of the tools provided by the employer.
- < Members meet their responsibility to be fit for duty, and our zero tolerance policy for substance abuse is strictly met.
- < Members are productive and efficient.
- < Members meet their responsibility to the employer and fellow members employed on the job arrive for work on time and ready to work.
- < Members will meet their contractual responsibility to eliminate disruptions on the job.
- < Members will respect the property of the customer, graffiti and other forms of destruction and waste will not be tolerated.
- < Member will respect the Customer, Client(s), Contractor, and the IAHFIAW by not wearing clothing or buttons that contain offensive wording or symbols.

- < The QCC and Leaders on the job will work with other members who demonstrate bad work habits, setting a standard of quality and productivity second to none, to which each member on the job, will comply effectively working as a team;
- < Slowdowns, and other methods utilized to extend jobs or provide for overtime will not be tolerated;
- < In accordance with Article 24 Section 1-J of the Constitution and By-Laws Walk-offs will not be tolerated. Causing or participating in a work stoppage of work because of any alleged grievance or dispute without having the approval of the Local Union, or its duly authorized officers, shall result in a minimum fine of one thousand dollars (\$1,000), no portion of which shall be held in abeyance.
- < Outside activities that cast the IAHFIAW or the Local Union in a negative manner, and are not approved by the Business Manager or QCC will not be tolerated.
- < Any inappropriate behavior toward another member or group of members will not be tolerated.
- < Members will meet their contractual responsibility to utilize proper safety equipment and methods.
- < Members must meet their responsibility to not leave the jobsite without prior approval.
- < No member shall solicit funds on any project or job without the prior approval of the Business Manager.
- < No use of personal cell phone(s) will be allowed on the project, except for lunch or break periods.
- < No sale of merchandise without the prior approval of the Business Manager.

Employer Responsibilities

Signatory Employers have a responsibility to manage their jobs effectively, and as such have the following responsibilities under the Professional Craftsman Code of Conduct:

- < To address ineffective Superintendents, General Foremen, and Foremen.
- < To ensure proper job layout, to minimize down time.
- < To ensure there are proper numbers and types of specialized tools available.
- < To ensure proper storage for contractor and employee tools.
- < To ensure adequate change facilities.
- < To ensure there are adequate numbers of employees to perform the work efficiently, and conversely, to limit the number of employees to the work at hand, which demonstrates to the customer the efficiency of our partnership.
- < To provide the necessary leadership and training skills for Superintendents/General Foremen/Foremen to eliminate potential problems.
- < To ensure proper types and quantities of materials are available and properly stored to help facilitate job progress.
- < To insure Superintendents/General Foremen/Foremen accept the necessary responsibility for mistakes created by management decisions.
- < To eliminate unsafe working conditions, and insure proper safety training, equipment, and methods are utilized.
- < Absenteeism: Three Strikes You're Out – Policy involves three steps: (1) verbal warning, (2) written warning, and (3) discharge.
- < Termination Slips: Issued in triplicate, one to Employee, one to Local Union and one maintained by the Employer.

Methods of resolving problems through the Professional Craftsman Code of Conduct

It is understood that both the IAHFIAW Local Union and the Signatory Contractor have obligations and responsibilities under the Professional Craftsman Code of Conduct. The Local Union's role is to assist management with individual problems with its members, assuring the Local Union's obligation to provide honest and diligent service to the employer is maintained and improved.

Local Union Responsibilities

- < The QCC empowered by the Business Manager will work with members to correct and solve problems related to job performance.
- < The Local Union must provide specialized training for QCC's.
- < The QCC will communicate on a regular basis with the management team to communicate job progress, work schedules, and work process problems to the members.
- < Meetings will be established between the International Vice President, Business Manager, or his/her representative to discuss and resolve issues related to the compliance of the Professional Craftsman Code of Conduct. If applicable, management will be invited to attend and participate in the process.
- < In the event an individual member is not meeting membership responsibilities, the Local Union Executive Board will assume the responsibility to address problem member(s) not meeting their obligation to the IAHFIAW, up to and including charges being filed. The role of the local union is to correct the problem, by whatever means at its disposal.
- < Three Strikes You're Out Policy; A three strike policy would severely sanction a union member after the third violation, up to and including removal from the referral procedure. After 1st discharge, member to be brought in front of Local Union Executive Board. After 2nd discharge, Local Union Business Manager to file charges; Local Union Executive Board hears charges and if found guilty member fined accordingly. After 3rd discharge, Local Union Executive Board and Business Manager will file charges to be heard by General Executive Board/General President; disciplinary action up to and including fine, suspension or expulsion.

Management Responsibilities

The ultimate responsibility of managing the job falls squarely on the shoulders of contractor management. Problems with job performance may be addressed as follows:

Management will address concerns brought forth by the QCC. If the lowest level of management does not resolve the problem, the Business Manager and QCC will address the issue with higher levels of management.

- < If the issue is not resolved, the Local Union or Contractor shall call for a contractually established Labor-Management meeting to resolve concerns or issues.
- < Labor and Management may elicit customer support to address the problem.

Other methods for consideration, with Contractor and Local Union support:

- < Weekly job progress “toolbox” meetings.
- < International Vice Presidents by request from either party to be involved in Labor-Management sessions to mediate problems between Employers, and solutions to job problems.
- < Foremen and General Foremen should be certified as “Professional Craftsman Code of Conduct” job leaders through attendance of International Association of Heat and Frost Insulators and Asbestos Workers Project Supervision classes.

The QCC and Management will endeavor to correct problems with individual members on the jobsite. If the member is unwilling or unable to make the necessary changes, management must make the decision whether that employee/member is detrimental to the goals of the Professional Craftsman Code of Conduct, and should or should not remain employed.

International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers



THE BOILERMAKER CODE

Respect, Integrity & Personal Responsibility Equal Success

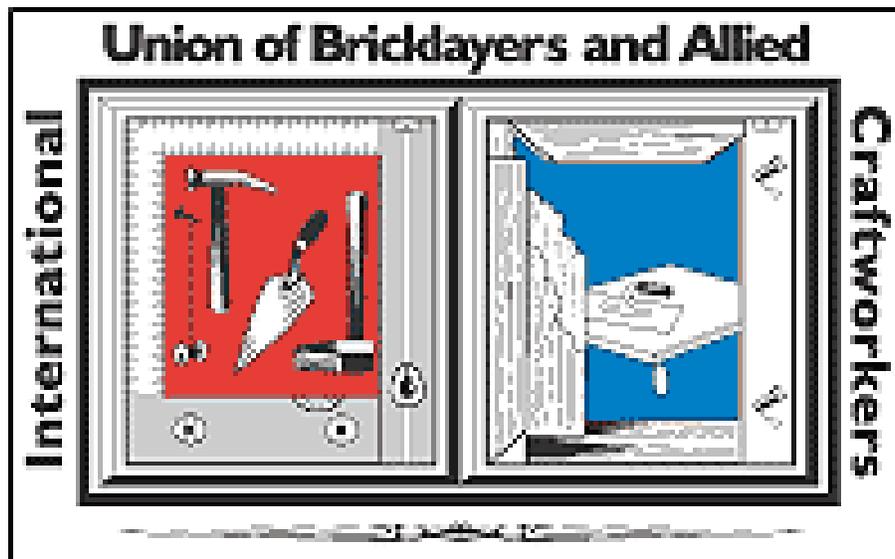
Apprenticeship is the first step in the process of understanding how to become a team player. The actions by one individual can impact the whole team. That being said, the International Brotherhood of Boilermakers has adopted a new “Code of Excellence” that all of our members will train with and live up to if we want to remain a positive force in our industry. Words and actions have consequences. The Creed our membership has chosen to follow will provide the path to success.

Understanding the real meaning of *The Boilermaker Creed* and by living the *Code* demonstrates that Boilermakers are serious about the career path they have chosen to follow. This Code and Creed we have embraced must be practiced until it becomes routine. When you take the word BOILERMAKERS and use it as an acronym, each individual letter becomes an attribute that helps to make our organization successful in the same way an individual member becomes part of a team.

Three attributes that jump out from the Boilermaker acronym are Respect, Integrity and Responsibility. When coupled together form the foundation for opportunity and success. The rest of these attributes build upon each other.

If one wants to be “Respected” he or she must give respect to get respect. Quite simply, respect is earned and not given. When a member has respect for his or herself, Respect for others, Respect for the craft and Respect for our owners and contractors; this is recognized as Integrity and when coupled with personal responsibility for ones’ own actions, will truly lead to a successful career.

International Union of Bricklayers and Allied Craftworkers



BAC Code of Conduct:

A Commitment to Quality, Dependability, and Value

The International Union of Bricklayers and Allied Craftworkers 2005 Convention passed a resolution endorsing the following BAC Code of Conduct:

As a member of the International Union of Bricklayers and Allied Craftworkers, I will uphold the code of conduct embedded in our Union's name – IUBAC:

I will come to work on time prepared to give my employer a fair day's work for a fair wage, and to work to the highest standards.

*Be **U**nion through and through – loyal to, and respectful of, my brothers and sisters in the trade and the labor movement.*

*Work **B**etter because I have received the finest, most comprehensive masonry trowel trades training in North America.*

*Willingly **A**cept responsibility for the quality of my work and behavior on the job.*

*And always be **C**ommitted to growing the unionized masonry-trowel trades industry for current and future generations.*

The BAC Code of Conduct recognizes that our Union is composed of individuals who represent the best in the masonry-trowel trades industry, as well as in the labor movement. This Code represents a commitment by our Union, members, and signatory contractors to produce work of the highest quality, to be the most productive, to advance our Union's causes, and to promote the unionized masonry-trowel trades industry.

For BAC members, the Code is a commitment to look out for their fellow members, and to work to the highest standard. It is an acknowledgement that as professional craftworkers they take pride in their work, and that doing less than their best work could jeopardize the work or safety of others on the job.

For BAC signatory contractors, the Code recognizes their responsibility to provide a work environment for craftworkers conducive to producing the highest quality work, productively, by delivering the proper materials and tools on schedule, and by ensuring a safe work environment. Equally as important is their recognition that these craftworkers – BAC members – deserve to be treated with the respect their skills merit.

For BAC officers and leaders, the Code represents an obligation to make sure promises on both sides are kept. This is done by providing members with the best training, by committing to supplying signatory contractors with a quality workforce made up of individuals who understand the important role they play in making sure that projects are completed on time and within budget, by ensuring that members are treated with respect, provided safe working conditions, and paid wages and benefits commensurate with their productivity and the quality work they perform, and by setting the example in

adhering to the Code of Conduct.

This Code is a recommitment on the part of our members, signatory contractors, and officers to producing quality work, to creating a dependable workforce, and to adding value to all projects in which they are involved. This commitment has distinguished the unionized masonry-trowel trades industry from the rest for more than 140 years and will continue to do so in the future. Each of the Code statements embodies specific actions toward that end.

BAC Code of Conduct – Actions

Statement #1: / will come to work on time prepared to give my employer a fair day's work for a fair wage, and to work to the highest standards.

Members

1. Arrive at work on time, fit for duty and ready to work.
2. Adhere to contractual starting and quitting times, including lunch and break periods.
3. Notify their employer before the start of their shift if they will miss work.
4. Do not use personal electronic equipment (cell phones, iPods, radios, etc.), which can create distractions, lead to unsafe conditions, and reduce productivity, except during lunch or break periods or unless authorized by the employer to use such items for work-related purposes.
5. Do not use illegal drugs or alcohol on the jobsite, follow safe, legitimate employer directives, and do not arrive at work impaired.
6. Always promote the Union by engaging in appropriate behavior and being supportive of the Union.
7. Do not make disparaging comments about the Union or employer.
8. Use the proper tools to perform assigned work, and always take proper care of those tools supplied by the employer.
9. Follow safety requirements, dress in safe clothing, and use appropriate personal protective equipment (PPE).

Contractors

1. Do not engage in activities that will contribute to member tardiness or absenteeism.
2. Staff projects appropriately so that they can be completed on time and within budget.
3. Staff projects with effective leaders who are trained to address problems.
4. Have a clear policy, mutually agreed to by the Local, on the use of personal electronic equipment (cell phones, iPods, radios, etc.) during work hours, and make employees aware of the policy when hired.
5. Make sure members are aware of jobsite hazards, safety requirements, employer expectations, and project objectives.
6. Take responsibility for management decisions that impact the work flow, and correct them in a timely manner.
7. Provide fair, consistent and progressive discipline for absenteeism, or any other company policy violations mutually agreed to by the Local, and make sure the discipline policy is documented, distributed and understood.

Local Officers

1. Educate members on the importance of coming to work on time and fit for duty, and the impact that not doing so has on their employer and fellow members.
2. Encourage all members to adhere to contractual requirements related to starting and quitting times, lunch time and breaks, and to not leave the jobsite without proper approval. Supervisors should contact the Local officer with regard to members who leave early or are frequently late or absent.
3. Make sure that members meet contractual safety requirements on all jobsites.
4. Make sure that all members understand their responsibility to have the proper tools to perform their work, and to take care of those tools supplied by the employer.
5. Do not tolerate work slowdowns.
6. Alert members that drugs or alcohol on the jobsite will not be tolerated by the Union.

Statement #2: Be *Union* through and through – loyal to, and respectful of, my brothers and sisters in the trade and the labor movement.

Members

1. Dress in a professional and safe manner, in clothing that will not in any way create unsafe conditions (i.e., loose clothes that can get caught in equipment, etc.) or offend others (i.e., offensive words or symbols) on the jobsite.
2. Always behave appropriately toward other members and workers, and the public, and be respectful of others' race, national origin, age, religion, sexual orientation and/or gender.
3. Do not make disparaging comments about the Union.

Contractors

1. Adhere to the collective bargaining agreement.
2. Provide foremen and other supervisory personnel with training on how to treat employees, and act decisively to replace or discipline ineffective or abusive supervisory personnel.
3. Promote mutual respect by making sure no one is abused on the job, and by recognizing that labor is a valued resource required for the completion of the work.
4. Prevent and/or remedy any jobsite discrimination and/or harassment on the basis of race, national origin, age, religion, sexual orientation and/or gender.
5. Cooperate and communicate with the job steward and the Local officer, and use them to help resolve any workplace issues immediately and effectively.
6. Do not make disparaging comments about the Union.
7. Work with the Union through, for example, the Joint Apprenticeship & Training Committee, to accommodate the entry of new workers into the trades and jobsite.

Local Officers

1. Educate members on what it means to be Union, how the Union is run, the value of Union membership, and the collective bargaining agreement.
2. Encourage members to respect their employer and others on the jobsite by not wearing offensive or potentially hazardous clothing, pins, etc.
3. Provide steward training and assign trained stewards to jobsites.

4. Alert members that they are expected to display appropriate behavior toward other members and workers, and the public, and to be respectful of others' race, national origin, age, religion, sexual orientation and/or gender.
5. Alert members that they must not engage in activities that cast the Union in a bad light.
6. Always uphold the image and standing of the Union.

Statement #3: Work *Better* because I have received the finest, most comprehensive masonry-trowel trades training in North America.

Members

1. Participate in training programs offered through the Union and IMI to upgrade or increase skills, including upgrade programs, safety training, and special certifications.
2. Follow work and safety practices learned through apprenticeship, safety, and upgrade training.
3. Journey-level workers are obligated to mentor apprentices in order to transfer knowledge and skills.
4. Encourage apprentices to take advantage of all training and to learn from senior craftworkers.

Contractors

1. Provide foremen and other supervisory personnel with proper training, and encourage them to take advantage of training programs offered through IMI.
2. Use apprentices on jobs as provided in the collective bargaining agreement, adhere to apprentice ratios, and ensure that all apprentices receive adequate hands-on experience in the craft they are learning.
3. Encourage senior craftworkers to work with and mentor apprentices, and apprentices to take advantage of training and be receptive to advice from more experienced craftworkers.
4. Enable the workforce to take advantage of opportunities to upgrade their skills.
5. Utilize the Union's apprenticeship and training system to ensure a qualified supply of skilled craftworkers, and to grow the unionized masonry-trowel trades industry.
6. Assign more experienced craftworkers to mentor apprentices.

Local Officers

1. Encourage members to take advantage of training opportunities, including becoming certified in new products and upgrading skills.
2. Make sure that all members have the opportunity to receive appropriate safety training, as provided by IMI, and adhere to safe work practices.
3. Notify members of training opportunities available through the Union through mailings, notices, meetings, etc.
4. Enforce apprentice ratios in the collective bargaining agreements.
5. Direct the Local Joint Apprenticeship & Training Committee to adopt rules to discourage any form of "hazing" by one group of members toward another (ie., journey-level workers toward apprentices).

Statement #4: Willingly *Accept* responsibility for the quality of my work and behavior on the job.

Members

1. Work to the best of their ability with regard to quality and productivity at all times.
2. Actively observe jobsite conditions and abide by all safety requirements.
3. Always use the proper tools for the job at hand.
4. Proactively seek to resolve any potential problems by contacting the foreman or supervisor, and if that doesn't work, the job steward or Local officer.
5. Refuse to engage in any job disruption, slowdown, or action detrimental to efficiency and productivity, unless authorized by the proper representative of the Union or unless there is imminent danger.

Contractors

1. Create an environment conducive to producing quality work, recognizing the negative impact of trying to *fast-track* work.
2. Optimize efficiency and effectiveness through front-end planning, making sure that the necessary materials, tools and equipment are available close to the jobsite, and ensuring that job plans are understood.
3. Establish safety as a core value of the company's culture by meeting or exceeding all recommended and/or legal requirements.
4. Communicate regularly, and when feasible participate in meetings such as pre-job conferences, with the Union while planning and executing projects.

Local Officers

1. Make sure that members understand that Union craftworkers are expected to perform work right the first time.
2. Actively work to resolve any issues before disputes occur by advising the contractor of jobsite concerns that could impact quality or productivity, and work with members and the contractor to correct such problems.
3. Promote safety with members and make it clear that they are expected to follow jobsite safety standards and work safely.
4. Enforce the collective bargaining agreement provisions related to working conditions.
5. Regularly communicate member concerns related to job progress, work schedules, and work process to the employer.
6. Educate members that walk-offs will not be tolerated without the approval of the proper representative of the Union unless to protect members from imminent danger.
7. Promote the use of labor-management meetings, including pre-job conferences.

Statement #5: And always be *Committed* to growing the unionized masonry-trowel trades industry for current and future generations.

Members

1. Promote the positive aspects of a career in the unionized masonry-trowel trades

industry to potential members and non-union workers.

2. Assist and support their Local's organizing initiatives.
3. Become informed of the many benefits available through the Union by taking part in Local/Chapter meetings and activities, and by reading Union communications and publications.

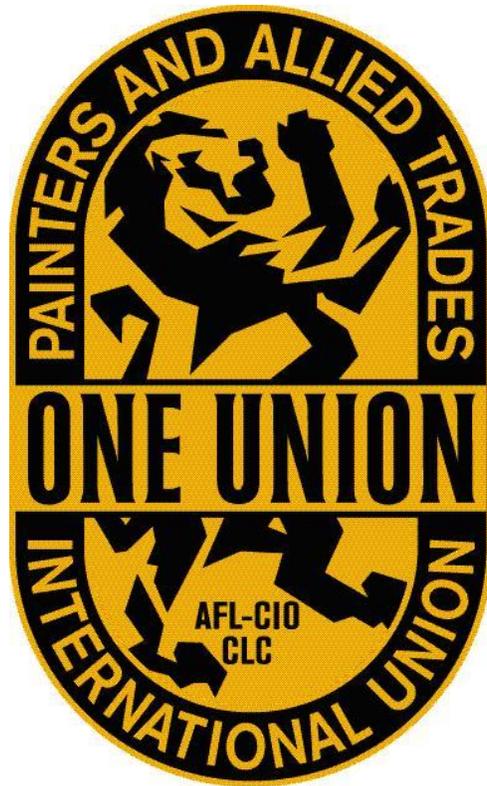
Contractors

1. Be willing to sell the union-advantage to non-union contractors to help increase the unionized masonry-trowel trades industry's share of the market.
2. Participate in labor-management committee meetings to promote the growth of the unionized masonry-trowel trades industry.
3. Work with the Local's Joint Apprenticeship & Training Committee to match recruitment targets to projected workforce needs.
4. Be willing to bid on new types of masonry and other trowel trades work to secure more work for the unionized masonry-trowel trades industry.

Local Officers

1. Develop and implement an organizing plan that includes steps to promote the advantages of using materials installed by BAC members and their signatory contractors.
2. Educate members on the importance of growing the unionized masonry-trowel trades industry's share of the market.
3. Work with the Local Joint Apprenticeship & Training Committee to match recruitment targets to projected workforce needs.
4. Encourage signatory contractors to bid on new types of masonry and other trowel trades work, and members to participate in training programs on new materials and equipment, in order to secure more work for the unionized masonry-trowel trades industry.
5. Educate members on the numerous benefits they receive through the Union, for example, training, good wages, pensions and health & welfare benefits.

International Union of Painters and Allied Trades



The IUPAT Top Workplace Performance (TWP) is a program for IUPAT district councils and local unions in the construction industry to promote and bring out the best from our construction members on the jobs for our signatory contractors.

Top Workplace Performance Means:

- < **Highest Quality and Quantity** of work
- < **Using best skills**
- < **Using best work practices**
- < **Eliminating members from our referral list who cannot hold a job in our Industries**

The goal of the TWP is a job built on time, under budget, and built right the first time.

The TWP will instill a sense of pride in our members' craftsmanship. Upon completion of the job, the lasting impression of quality workmanship will remain with the customer, prompting him to utilize the IUP AT again.

The TWP can be accomplished through teamwork on the job, and projecting a good attitude about the work we do on and off the job.

The TWP must have the total support of all affiliates on all levels, and the officers of the district councils or local unions must pay particular attention to this task by setting an example for others to follow. This includes the promotion of the TWP to all members and employers.

Because the role of a "Steward" is critical to the program's success, the business manager, with the full support of the officers of the district council or local union, will carefully appoint, extensively train and activate stewards on the job. The steward shall have responsibility for communicating the TWP to all members, and ensuring all members fully meet their responsibilities as outlined in the TWP.

IUP AT District Council and Local Union Responsibilities

The business manager/secretary-treasurer and the stewards shall ensure that the following responsibilities of the district councils and local unions **in** the Top Workplace Performance plan are being met every day and by every member:

- < All members are adhering to the contractual starting and quitting times
- < Break times are limited to the time allowed by the contract, or agreement(s)
- < Members are adhering to the lunch periods established in the collective bargaining agreement (CBA)
- < Members shall meet their responsibility to have all personal tools they are

required to have by CBA

< Members meet their responsibility in taking care of the tools provided by the Employer

< Members meet their responsibility to be fit for duty, and our zero tolerance policy for substance abuse is strictly adhered to

< Members are productive and idle time is kept to a minimum

< Members will meet their contractual responsibility to eliminate disruptions on the job

< Members will respect the property of the customer, and graffiti and other forms of destruction and waste will not be tolerated

< Member will respect the Customer, Client(s), Contractor, and the IUPAT by not wearing clothing or buttons that have offensive wording or symbols

< The steward and leaders on the job will work with other members who have bad work habits, setting a standard of quality and productivity second to none, to which each member on the job, will comply effectively working as a team

< Slowdowns, and other methods utilized to extend jobs or provide for overtime will not be tolerated

< Outside activities that cast the International, district councilor local union in a bad light, and are not approved by the business manager or steward, will not be tolerated

< Any inappropriate behavior toward another member or group of members will not be tolerated

< Members will meet their contractual responsibility to utilize proper safety equipment and methods

< Members must meet their responsibility to not leave the jobsite without proper approval

< No use of personal cell phone(s) will be allowed on the project, except for lunch or break periods

< The steward, at the direction of the business manager, will work with members to correct and solve problems related to job performance

< The district councilor local union must provide training for stewards

< The steward will communicate on a regular basis with the management team to communicate job progress, work schedules, and work process problems to the members

< Monthly meetings will be established between the business manager, or his representative, to discuss and resolve issues related to the compliance of the Top Workplace Performance Plan. If applicable, management will be invited to attend and participate in the process

< In the event an individual member is not meeting membership responsibilities, the district councilor local union executive board shall have the responsibility to address problem member(s) who are not meeting their obligation to the IUPAT, up to and including charges being filed. The role of the district councilor local union is to correct the problem, by whatever means are at its disposal

< The steward and management will endeavor to correct problems with individual members on the jobsite. If the member is unwilling or unable to make the necessary changes, management must make the decision whether that employee/member is detrimental to the goals of the Top Workplace Performance and should remain employed

Employer Responsibilities

The Finishing Contractors Association (FeA), our other employer associations and all our signatory employers have a responsibility to manage their jobs effectively, and as such have the following responsibilities under the Top Workplace Performance:

< To address ineffective superintendents, general foremen and foremen

< To ensure proper job layout, to minimize down time

< To ensure that there are proper types of necessary tools

< To ensure proper storage for contractor and employee tools

< To ensure that there are adequate numbers of employees to perform the work efficiently, and conversely, to limit the number of employees to the work at hand, which demonstrates to the customer the efficiency of our partnership

< To provide the necessary leadership and training skills for jobsite leaders to eliminate problems. To ensure that all supervisory personnel attend the Supervisor Training Program (STP) classes offered by our LMCI

< To ensure that proper types and quantities of materials are available for job progress

< To ensure that jobsite leaders take the necessary responsibility for mistakes created by management decisions

< To eliminate unsafe work conditions, and ensure that proper safety training, equipment, and methods are utilized

< Management will address concerns brought forth by the steward. If the lowest level of management does not resolve the problem, the steward may choose to address the issue with higher levels of management

< If an employee is terminated for cause, the employer will fill out the "notification of termination form" and remit it to the union.

Other Methods for Consideration with Contractor and Union Support

< Weekly job progress "toolbox" meetings

< Labor Management sessions on an as needed basis to share problems between the union and employers, and solutions to job problems

< Foremen and general foremen should be certified as Top Workplace Performance job leaders through attendance of the LMCI's STP classes

< If the issue is not resolved, the district council, local union or contractor may call for a Labor-Management meeting to resolve concerns or issues

< Job stewards should be certified as TWP stewards through attendance of steward training provided by the District Council or Local Union.

United Union of Roofers, Waterproofers and Allied Workers



The United Union of Roofers, Waterproofers and Allied Workers "Professional Code of Conduct and Standards of Mutual Responsibility" (Code of Conduct) is a program for Local Unions to promote and elicit the highest job performance standards from our members on jobs performed by our signatory contractors.

The Code of Conduct's goals are:

- Highest Quality work and safest work habits
- Using best skills
- Using best work practices
- Encouraging those practices that increase our contractors' profit margins
- Treating our signatory contractors as our business partners

The ultimate goal of the Code of Conduct is a job built on time, under budget and built right the first time with no accidents or injuries. The Code of Conduct will instill in our membership pride in their craftsmanship. Upon completion of the job, the lasting impression of quality workmanship will remain with the customer, prompting him to utilize our members again.

The Code of Conduct will be accomplished through teamwork on the job, and projecting a positive attitude about the work we perform on and off the job.

The Code of Conduct must have the total support of the Local Union at all levels. The Officers of every Local Union must pay particular attention to this task by setting an example for others to follow, as well as the promotion of the Code of Conduct.

The Business Manager shall communicate the Code of Conduct to all members and shall endeavor to ensure all members are meeting their responsibility under the Code of Conduct.

Local Union Responsibilities

In implementing the Code of Conduct, the Business Manager shall endeavor to ensure that the Local Union and its members meet their responsibilities. Those responsibilities include but are not limited to:

- All members adhere to safety rules and regulations.
- All members adhere to the contractual starting and quitting times.
- Members adhere to the break times and lunch periods established in the Agreement, except in certain circumstances where break times and lunch periods must be changed due to conditions on the jobsite, such as mechanical breakdowns.
- Members shall meet their responsibility to have all tools on any established tool list and will

carry the necessary and proper tools to meet their contractual responsibility as highly skilled, qualified craftsmen.

- Members must use reasonable judgment in caring for tools provided by the employer.
- Members meet their responsibility to be fit for duty, and any collectively bargained policy for substance abuse is strictly met.
- Members are productive and efficient.
- Members meet their responsibility to the employer and fellow members employed on the job by arriving for work on time and ready to work.
- Members will meet their contractual responsibility to eliminate disruptions on the job.
- Members will respect the property of the customer. Graffiti and other forms of destruction and waste will not be tolerated.
- The Business Manager may appoint a Steward on the job to work with other members who demonstrate bad work habits, setting a standard of quality and productivity second to none, to which each member on the job will comply effectively, working as a team.
- Slowdowns organized for the purpose of extending jobs or creating overtime will not be tolerated.
- Walk-offs will not be tolerated. Causing or participating in a stoppage of work because of any alleged grievance or dispute without having the approval of the Local Union, or its duly authorized officers, may result in a fine, no portion of which shall be held in abeyance.
- Any inappropriate behavior toward another member or group of members will not be tolerated and shall be reported to the Business Manager or Steward.
- Members will meet their contractual responsibility to utilize proper safety equipment and methods.
- Members must meet their responsibility to not leave the jobsite without prior approval.
- No use of personal cell phone(s) will be allowed on any project, except during lunch or break periods (except in the case of emergency).

Employer Responsibilities

Signatory Employers have a responsibility to manage their jobs effectively, and as such have the following responsibilities under the Code of Conduct:

- To eliminate unsafe working conditions and ensure that proper safety training, equipment and methods are utilized, and follow all OSHA regulations.

- To address ineffective Superintendents and Foremen.
- To ensure proper job layout, to minimize down time.
- To ensure there are proper numbers and types of specialized tools available.
- To ensure proper storage for contractor and employee tools.
- To ensure adequate change facilities.
- To ensure there are adequate numbers of employees to perform the work efficiently, and conversely, to limit the number of employees to the work at hand, which demonstrates to the customer the efficiency of our partnership.
- To provide the necessary leadership and training skills for Superintendents and Foremen to eliminate potential problems.
- To ensure proper types and quantities of materials are available and properly stored to help facilitate job progress.
- Absenteeism: Three Strikes You're Out-Policy involves three steps: (1) verbal warning, (2) written warning, and (3) discharge, if not otherwise stipulated in the working rules or hiring hall procedures.
- Termination Slips: Issued in triplicate, one to Employee, one to Local Union and one maintained by the Employer.

Professional Code of Conduct and Standards of Mutual Responsibility

It is understood that both the United Union of Roofers, Waterproofers and Allied Workers Local Union and the Signatory Contractor have obligations and responsibilities under the Professional Code of Conduct. The Local Union's role is to support management by assisting its members in providing honest and diligent service to the employer.

Local Union Responsibilities

- Meetings will be established between the International Representative, Business Manager, or his/her representative to discuss and resolve issues related to the compliance of the Code of Conduct. If applicable, management will be invited to attend and participate in the process.
- In the event an individual member is not meeting membership responsibilities, the Local Union Executive Board will assume the responsibility to address problem member(s) not meeting their obligation to the United Union of Roofers, Waterproofers and Allied Workers, up to and including charges being filed. The role of the local union is to correct the problem, by whatever means possible. In the event an individual member is not meeting membership responsibilities, the Local Union Executive Board will assume the responsibility to address problem member(s) not meeting their

obligation to the United Union of Roofers, Waterproofers and Allied Workers, up to and including charges being filed. The role of the local union is to correct the problem, by whatever means at its disposal.

- **Three Strikes You're Out-Policy:** If not otherwise stipulated in the working rules or hiring hall procedures, a three strike policy would severely sanction a union member after the third violation. After 1st discharge, the union member will be counseled by the union to address issues leading to the termination. After 2nd discharge, Local Union Business Manager to file charges; Local Union Executive Board hears charges and if found guilty member fined accordingly. After 3rd discharge, Local Union Executive Board and Business Manager will file charges to be heard by International Executive Board; disciplinary action up to and including fine, suspension or expulsion.

Management Responsibilities

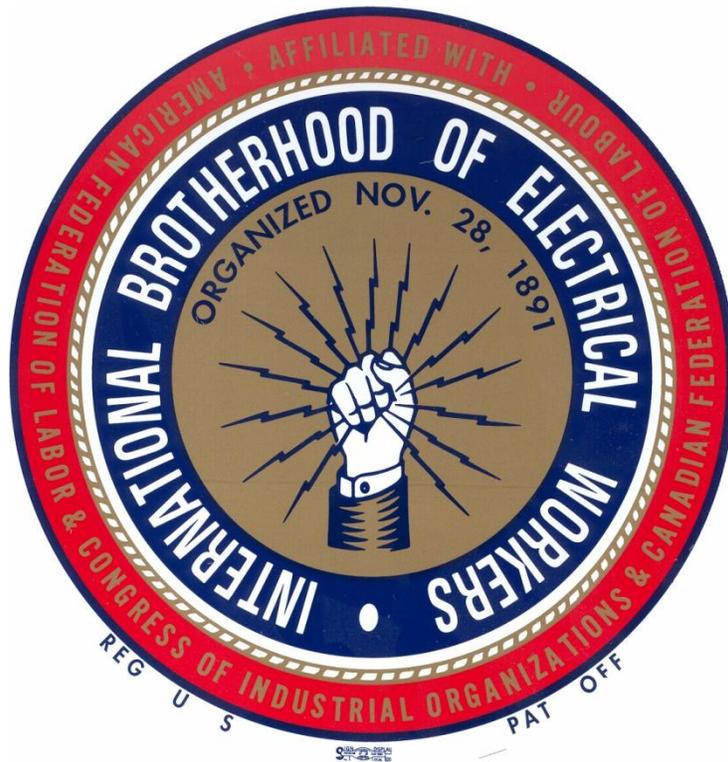
The ultimate responsibility of managing the job falls squarely on the shoulders of contractor management. Problems with job performance may be addressed as follows: Management will address concerns brought forth by the Business Manager or Quality Control Craftsman. If the lowest level of management does not resolve the problem, the Business Manager and Quality Control Craftsman will address the issue with higher levels of management.

- If the issue is not resolved, the Local Union or Contractor shall call for a contractually established Labor-Management meeting to resolve concerns or issues.
- Labor and Management may elicit customer support to address the problem.

Support:

- Weekly job progress "toolbox" meetings.
- International Representatives by request from either party to be involved in Labor-Management sessions to mediate problems between the parties, and find solutions to job problems. The Business Manager or Steward and Management will endeavor to correct problems with individual members on the jobsite. If the member is unwilling or unable to make the necessary changes, management must make the decision whether that employee/member is detrimental to the goals of the Code of Conduct, and should or should not remain employed.

International Brotherhood of Electrical Workers



The Code of Excellence is a program designed to bring out the best in our construction members and demonstrate to our customers that IBEW members:

Exercise safe and productive work practices
Perform the highest quality and quantity of work
Utilize their skills and abilities to the maximum

The Code of Excellence training is to convey a strong message that IBEW construction members will:

- Arrive to work on time, ready and willing to work.
- Follow appropriate employer and customer work rules.
- Promote an alcohol and drug free workplace.
- Work in a safe and healthy manner.
- Give 8 hours work for 8 hours pay and ensure supervision has been notified when we need to leave the jobsite.
- Respect management directives that are safe, reasonable and legitimate.
- Respect the customer's rights and property.
- Respect the rights of our coworkers.
- Utilize the skills and abilities we have learned to gain a competitive advantage.
- Take care of the employer's tools and equipment as if they were our own.
- Refuse to condone any act of property destruction, including graffiti.
- Start work on time, work until the appropriate quitting time and limit break periods to the time allowed.
- Use the proper tool for the job while maintaining personal responsibility for our tools.
- Only sell merchandise or collect funds as authorized by the Business Manager of the Local Union.
- Perform personal business, including cell phone use, during authorized break periods only.
- Never participate in job slowdowns, disruptions or activities designed to extend the job or create overtime.
- Always strive to conduct ourselves in a way that promotes a positive image of the IBEW.

As with Stewards, IBEW members employed in management/supervision must have knowledge of the Code of Excellence program principles, its relationship to IBEW organizing and overall membership responsibilities to the Brotherhood. Yet, more importantly, members in these roles need to know how effectively managing their jobs will be a corresponding obligation to the Code of Excellence program. IBEW rank and file members honoring the Code of Excellence program will rightfully have similar expectations of Brothers and Sisters in management/supervision, with these being in the areas of:

- Management responsibilities to the collective bargaining agreement.
- Total acceptance of supervisory positions and related responsibilities.

- Communication and cooperation with the job Steward.
- Employee encouragement but, if necessary, fair and consistent discipline.
- Job safety, health and sanitation needs or requirements.
- Ample job layout/directions to minimize down time and maximize employee productivity.
- Availability and timely delivery of necessary materials.
- Proper number and type of tools and equipment to ensure job progress.
- Maintenance and upkeep of tools and equipment.
- Storage and protection of employer and employee tools and equipment.
- Employ adequate number of employees to perform efficiently or, conversely,
- Limit number of employees to the work at hand.

**NECA DECLARATION OF GUIDING PRINCIPLES
FOR PARTNERSHIP AND CODE OF EXCELLENCE
WITH IBEW**

Members of NECA declare and proclaim the activities of partnering and Code of Excellence with IBEW are intended to result in well paying jobs to satisfy the economic needs of families including food, housing, health care, education, recreation and economic security in retirement. The purpose of partnering is also to fulfill emotional and physical needs through skilled productive work, respect, dignity and inclusion on challenging yet safe projects. Partnering will also allow labor and management to share new experiences with proper recognition and appreciation to all who participate.

International Association of Sheet Metal, Air, Rail and Transportation Workers



WHAT IS THE CODE OF EXCELLENCE POLICY

Our members demonstrate on a continuing basis skills and professionalism that are the industry standard. While we have and continue to recognize the commitment of these individuals, our Code of Excellence Program is designed for SMWIA local unions to promote and establish a uniform best practices format that will instill a sense of pride in the union and bring out the best from all our members. The SMWIA Code of Excellence Program is our action plan to establish policies designed to demonstrate and showcase the skills and professionalism of SMWIA members. In essence, the Code of Excellence Program is a marketing and action policy designed to develop a pride of ownership in our members that demonstrates the professional workmanship and productivity provided by SMWIA members every workday on every jobsite.

The basic tenets of the Code of Excellence Program shall be to provide to the SMWIA, the employer and client:

- Members of the SMWIA who provide the highest level of quality at the highest level of performance;
- Who use superior craft skills; and
- Who have proven best work practices.

The Code of Excellence Policy is therefore a written policy of the culture of the SMWIA designed to instill a sense of pride and professionalism in our membership. When adopted and implemented, the uniformity of this Code of Excellence Policy shall demonstrate to employers and their clients that contracting the services of SMWIA members is synonymous with contracting excellence.

The Code of Excellence Program is an internal SMWIA program and therefore not dependent on external forces. This allows the success of the Code of Excellence Program to rest solely within the control of the SMWIA leadership and members.

The Code of Excellence Program, therefore, must have the total support of the local union membership at all levels, and in particular the full commitment of local union leadership who must set the example in promoting the policies set forth.

With adoption and implementation at the local union level, it shall be incumbent upon the Business Manager with the assistance of their Business Representatives to participate actively in enforcement of all provisions set forth in the Code of Excellence Program.

CODE OF EXCELLENCE PROGRAM DESIGN COMPONENTS

The Code of Excellence Program is designed to be flexible and to be used in every local union within the SMWIA. Specific issues of concern to local union leaders and memberships can be incorporated into the Code of Excellence Program; however, the key components of the Code of Excellence Program must be consistently applied if the program is to be successful.

The key components of the Code of Excellence Program and which must remain consistent are:

1. **Commitment**- The Code of Excellence Program requires a commitment by the local union at every level of leadership, with membership acceptance, to abide by the responsibilities stated within the program.
2. **Business Manager**- The Business Manager or his/her designee is empowered to address workplace issues with members and to communicate to employers the individual workplace needs requiring management involvement.
3. **Member Professionalism**- SMWIA members have a responsibility to their union and fellow members to present themselves and represent their local union in a professional manner. This includes meeting employer and end user expectations about the work we perform.
4. **Member Responsibility**- It is incumbent upon each member to assist each other in meeting our Code of Excellence Standards.
5. **Consequences**- Members must clearly understand the consequences if we fail to meet the customer's needs. Our ability as a union to ensure good wages and working conditions is directly related to our ability to perform.

IMPLEMENTATION OF THE CODE OF EXCELLENCE

The Code of Excellence Program is an internal SMWIA program. Therefore, implementation of the program shall be accomplished at the local union level using the following steps:

1. **Presentation to all Local Union Leadership** - The program shall be presented by an SMWIA International Representative to the officers and leaders of the local union.
2. **Adoption by Officers** - Local union officers and leadership shall discuss the provisions of the program and develop necessary local provisions for inclusion into the document. After adoption by the Officers, the Local union leadership then commits through a recommendation by the local union Executive Board

that implementation of the Code of Excellence Program be adopted by the full membership.

3. **Adoption by Membership** - Following adoption by local union leadership, the program is presented to local union membership for adoption.

4. **Local Officers and Leadership Training** – Upon request of the local union, the International will assist in training local union leadership on the goals and implementation of the program.

5. **Presentation to Local Union Membership** – Presentations will be provided to the membership by the local union with assistance from the International. Through this process, the expectations necessary to achieve the acceptable level of professionalism and productivity for each SMWIA member will be discussed and defined.

6. **Presentation to Employer**- Once the local union adopts the Code of Excellence Program, the Business Manager or his/her designee presents the program to the Employer.

SMWIA MEMBERSHIP COMMITMENT

As we face unprecedented competition for the services provided by the membership of the SMWIA, we must recognize our primary marketable qualities are our skills, productivity and professionalism. To succeed we must present to the end user, be it contractor or end user clients, the value in using SMWIA members. This requires that each member conforms to and supports the Code of Excellence Program responsibilities set forth below. As a result, our promise of professionalism and productivity is met everyday by every member. The future of our membership and the SMWIA is dependent upon our ability to establish our added value to the employers and end users within the sheet metal industry.

SMWIA RESPONSIBILITIES:

The Business Manager of the local union will have ultimate responsibility for implementation and administration of the Code of Excellence Program. The program structure is designed to insure that the Business Manager or his/her designee shall be the first point to resolve Code of Excellence Program issues quickly and effectively.

Our responsibilities include the following:

Working Time

- First and foremost, our members shall adhere to our core principle of productivity, eight hours work, for eight hours pay.

- All members shall adhere to established contractual starting and quitting times and shall meet their responsibility to their fellow members and employers by arriving to work on time and ready to work.
- Break and lunch periods are limited to the time allowed by the contract, or agreement(s). ○ Members shall meet their responsibility not to leave the jobsite without proper approval.
- When absent the member shall contact supervision in advance of their established starting time to confirm such absence.
- All members shall be productive and efficient, with idle time kept to a minimum.
- Personal cell phone usage shall be limited to appropriate break times or lunch periods, or emergency use as defined by the Business Manager.
- Members shall meet their contractual responsibility to eliminate work disruptions on the job. ○ All members shall work toward the goal of completion of projects on or under the allotted time.

Safety

- Safety, being a primary concern for both our members and contractors, members shall meet their obligation to perform work safely and effectively, following employer and industry established rules.
- Members will meet their contractual and personal responsibility to utilize proper safety equipment and safety methods.
- Members will participate in OSHA 10 courses as offered by the local union when required by their collective bargaining agreements.

Tools

- In meeting their responsibility as highly skilled and qualified craftsmen, all members shall carry the necessary and proper tools as required by the collective bargaining agreement.
- Members shall meet their responsibility in taking care of the equipment and tools provided by the employer.

Fitness for Duty

- Members shall meet their responsibility of being fit for duty by accepting work for which they have the requisite skills and training.

- Members shall exhibit and maintain a level of craftsmanship recognized to be within the industry standard.
- Members shall meet their responsibility to be fit for duty, with zero tolerance for substance abuse.
- As representatives of their local union and the employer, all members will be professional in appearance. ○ The wearing or display of inappropriate materials shall not be tolerated.
- The Business Manager or his/her designee and leaders on the job shall work with other members who have displayed unacceptable work habits so that each member on the job meets a standard of quality and productivity second to none.

Labor/ Management Relations

- Members shall respect the property of the contractor and end users, and graffiti and other forms of destruction and waste will not be tolerated.
- Members shall respect all legal facility rules of the client and or end user. ○ Activities which cast the International Association or the local union in disrepute shall not be tolerated.
- Any inappropriate behavior toward another member or group of members shall not be tolerated. ○ Inappropriate behavior toward customer representatives or employer representatives shall not be tolerated.
- The goal of the SMWIA Code of Excellence Program is to promote professionalism within the total membership of the SMWIA and a sense of pride in our membership.

EMPLOYER RESPONSIBILITIES;

The ultimate responsibility of managing the work and projects falls within the control of the employer. With such responsibility our signatory employers, and if applicable our employer associations, have a responsibility to manage their jobs effectively. Therefore, to build confidence and trust in the Code of Excellence Program, the employer must meet its responsibilities in addressing job performance issues, including the following:

- To address ineffective supervisors, including superintendents, general foremen, and foremen.
- To insure proper job planning, supervision and layout, to minimize down time.
- To make available the proper types and quantities of tools, equipment and materials to ensure job progress.

- To ensure proper maintenance, care, storage, and security for employer-provided equipment and tools and employee-provided tools.
- To demonstrate to the customer the efficiency of our partnership, the employer will ensure there are adequate numbers of employees to perform the work efficiently and, conversely, to limit the number of employees to the work at hand.
- To provide the necessary jobsite leadership to eliminate problems and provide effective solutions.
- To instill in supervisors the necessary positive attitude that the SMWIA local union, their members and the employer are working together.
- To ensure that jobsite leadership takes the necessary ownership of mistakes created by management decisions.
- To eliminate unsafe work conditions and ensure that proper safety training, equipment, and methods are utilized.
- To address concerns brought forth by the Business Manager or his/her designee. If the problem is not resolved at the lowest level of management, the Business Manager or his/her designee may choose to address the issue with higher levels of management.
- If the issue is not resolved, the local union or employer may call for a labor-management meeting to resolve concerns or issues.
- To treat all employees with dignity and respect.
- To discipline fairly and reasonably.

MEMBERSHIP DISPUTE RESOLUTION CRITERIA

Overview

The success of the Code of Excellence Program is dependent upon the acceptance and understanding by each member of the scope of their responsibilities as established within the program.

It must be understood that a truly successful workplace environment can only be achieved by participation of both the SMWIA and the Employer in meeting their responsibilities. The union's role is to address with its members any individual problems that are brought to its attention to ensure the Union's obligation to live up to the promise of providing a skilled and professional workforce to the employer and the end user is maintained and improved.

UNION RESPONSIBILITIES:

- The Business Manager or his/her designee will work with members through a process of mentoring to correct and solve problems related to job performance.
- On a regular basis, the Business Manager or his/her designee will communicate with management on Code of Excellence Program issues. This will then be communicated to SMWIA members through the local union leadership.
- If an individual member is not meeting established responsibilities under the program and the correction of such adverse behavior cannot be achieved through mentoring between the local union leadership, member peers and the individual member, the local union Executive Board shall have the responsibility to review, evaluate, and address such problems with the individual member. If the member is unwilling or unable to meet his/her obligation under the Code of Excellence Program, the local union shall be empowered to take necessary action up to and including filing of appropriate charges under the Constitution and Ritual of the SMWIA.

The following is inconsistent with the conduct required under the Code of Excellence Program.

1. Refusal of jobs or unavailable (no returned call) upon call from the dispatcher for work shall upon the third violation result in removal from the out of work list and placement in the "inactive file".
2. Not showing for work when dispatched, which shall be deemed to be a violation of the Constitution, and may, subject the member to local union charges and trials.
3. Acceptance of employment or job under false pretenses, such as no adequate skills for the job, which shall also be deemed a violation of the Constitution, and may subject the member to local union charges and trials.
4. Conduct resulting in termination by an employer for cause, which shall be documented upon the attached form which is to be supplied by the local union. If the employer indicates that a terminated employee is not eligible for rehire, such designation shall be honored by the dispatch office for a minimum of 180-days. Provided that, if the local union determines to process a grievance contesting such a termination, such termination shall not be considered as being for cause until a Local Joint Adjustment Board, a Panel, the National Joint Adjustment Board (or any alternative procedures negotiated by the local parties) determines that such termination was for cause, or the grievance process is otherwise completed without invalidating the termination.

The Business Manager and or his/her designee, as well as the employer, must endeavor to correct performance problems with individual members at the workplace, so that their performance meets the standards of the Code of Excellence Program. However, there will be instances where the local union ultimately must withhold contractual referral privileges from those members that have demonstrated that they are either unwilling, or incapable, of meeting acceptable standards of workplace behavior. In such circumstances, employers have a reciprocal obligation to terminate employees for cause, rather than merely laying them off, so that such employees are not simply referred for employment with another employer. A disciplinary action plan shall be implemented which establishes a "Three Strikes Policy" for violation of the Code of Excellence Program provisions. Such plan shall provide that, in any case where there are three separate instances within a 24-month period where the employee has been convicted of constitutional violation under points 2 or 3 or has been subject to termination under point 4, in any combination, the member's referral privileges shall be suspended indefinitely.

The member may appeal the suspension to the Local Joint Adjustment Board, a Panel, the National Joint Adjustment Board (or any alternative procedure negotiated by the local parties), which shall have authority to reduce the period of any suspension of referral privileges, if it determines that fairness and equity require such action under the circumstances of the particular case or to terminate the suspension when it determines that the underlying causes for the suspension have changed so that the member deserves to be restored to referral privileges.

A sample copy of the Notice of Termination Form is attached as Exhibit A.

United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry



MEMBER AND LOCAL UNION RESPONSIBILITIES:

To ensure the **UA Standard for Excellence** platform meets and maintains its goals, the Local Union Business Manager, in partnership with his implementation team, including shop stewards and the local membership, shall ensure all members:

- Meet their responsibilities to the employer and their fellow workers by arriving on the job ready to work, every day on time (Absenteeism and tardiness will not be tolerated.)
- Adhere to the contractual starting and quitting times, including lunch and break periods (Personal cell phones will not be used during the workday with the exception of lunch and break periods.)
- Meet their responsibility as highly skilled craftworkers by providing the required tools as stipulated under the local Collective Bargaining Agreement while respecting those tools and equipment supplied by the employer
- Use and promote the local union and international training and certification systems to the membership so they may continue on the road of lifelong learning, thus ensuring UA craftworkers are the most highly trained and sought after workers
- Meet their responsibility to be fit for duty, ensuring a zero tolerance policy for substance abuse is strictly met
- Be productive and keep inactive time to a minimum
- Meet their contractual responsibility to eliminate disruptions on the job and safely work towards the on-time completion of the project in an auspicious manner
- Respect the customers' property (Waste and property destruction, such as graffiti, will not be tolerated.)
- Respect the UA, the customer, client and contractor by dressing in a manner appropriate for our highly skilled and professional craft (Offensive words and symbols on clothing and buttons are not acceptable.)
- Respect and obey employer and customer rules and policies
- Follow safe, reasonable and legitimate management Directives

EMPLOYER AND MANAGEMENT RESPONSIBILITIES:

MCAA/MSCA, PFI, NCPWB, PCA, UAC and NFSA and their signatory contractors have the responsibility to manage their jobs effectively, and as such have the following responsibilities under the **UA Standard for Excellence**.

- Replace and return to the referral hall ineffective superintendents, general foremen, foremen, journeyworkers and apprentices
- Provide worker recognition for a job well done
- Ensure that all necessary tools and equipment are readily available to employees
- Minimize workers' downtime by ensuring blueprints, specifications, job layout instructions and material are readily available in a timely manner
- Provide proper storage for contractor and employee tools
- Provide the necessary leadership and problem-solving skills to jobsite supervision
- Ensure jobsite leadership takes the necessary ownership of mistakes created by management decisions
- Encourage employees, but if necessary, be fair and consistent with discipline
- Create and maintain a safe work environment by providing site specific training, proper equipment and following occupational health and safety guidelines
- Promote and support continued education and training for employees while encouraging career building skills
- Employ an adequate number of properly trained employees to efficiently perform the work in a safe manner, while limiting the number of employees to the work at hand, thereby providing the customer with a key performance indicator of the value of the **UA Standard for Excellence**
- Treat all employees in a respectful and dignified manner, acknowledging their contributions to a successful project
- Cooperate and communicate with the job steward

PROBLEM RESOLUTION THROUGH THE UA STANDARD FOR EXCELLENCE POLICY:

Under the **UA Standard for Excellence** it is understood, that members through the local union, and management through the signatory contractors, have duties and are accountable in achieving successful resolutions.

MEMBER AND LOCAL UNION RESPONSIBILITIES:

- The local union and the steward will work with members to correct and solve problems related to job performance.
- Job stewards shall be provided with steward training and receive specialized training with regard to the **UA Standard for Excellence**.
- Regular meetings will be held where the job steward along with UA supervision will communicate with the management team regarding job progress, work schedules, and other issues affecting work processes.
- The job steward shall communicate with the members about issues affecting work progress.
- The business manager or his delegate will conduct regularly scheduled meetings to discuss and resolve issues affecting compliance of the **UA Standard for Excellence** policy.
- The steward and management will attempt to correct such problems with individual members in the workplace.
- Individual members not complying with membership responsibility shall be brought before the Local Union Executive Board, which will address such members' failure to meet their obligation to the local and the UA, up to and including filing charges. The local union's role is to use all available means to correct the compliance problem.

EMPLOYER AND MANAGEMENT RESPONSIBILITIES:

- Regular meetings will be held where the management team and UA supervision will communicate with the job steward regarding job progress, work schedules, and other issues affecting the work process.
- Management will address concerns brought forth by the steward or UA supervision in a professional and timely manner.
- A course of action shall be established to allow the job steward and/or UA supervision to communicate with higher levels of management in the event there is a breakdown with the responsible manager.
- In the event that the employee is unwilling or unable to

make the necessary changes, management must make the decision whether the employee is detrimental to the **UA Standard for Excellence** platform and make a decision regarding his/her further employment.

**ADDITIONAL JOINTLY SUPPORTED
METHODS OF PROBLEM RESOLUTION:**

- In the event an issue is irresolvable at this level, the local or the contractor may call for a contractually established labor management meeting to resolve the issues.
- Weekly job progress meetings should be conducted with job stewards, UA supervision and management.
- The local or the contractor may involve the customer when their input is prudent in finding a solution.
- Foremen, general foremen, superintendents and other management should be educated and certified as leaders in the **UA Standard for Excellence** policy.

International Union of Operating Engineers



No Code

International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers



The purpose of the Ironworkers' Standards of Excellence is to reinforce the pride of every Ironworker and our commitment to be the most skilled, most productive and safest craft in the Building Trades.

As Union Ironworkers, we pledge ourselves to uphold our world, as given through our Collective Bargaining Agreement, and display the professionalism expected of our trade and Union in all aspects of our employment as exemplified by the values engrained in our Standards of Excellence.

It is a commitment to use our training and skills, each and every day, to produce the highest quality work worthy of our name and consistent with the collective bargaining agreement.

As an Iron Worker member, I agree to:

- 1. Adhere to my responsibilities under the Collective Bargaining Agreement for start and quit times, as well as lunch and break times.*
- 2. Allow my Representatives to handle any disagreements or breaches by refusing to engage in unlawful job disruptions, slowdowns or any activities that affect our good name.*
- 3. Respect the Customer's and Employer's rights, property and tools as I do my own.*
- 4. Meet my responsibility to show up every day; outfitted for work and fit for duty without engaging in substance abuse.*
- 5. Cooperate with the Customer and Employer to meet their statutory, regulatory and contractual responsibilities to maintain a safe, healthy and sanitary workplace.*
- 6. Do my best to work in a manner consistent with the quality, productivity and safety of every task that I am assigned.*
- 7. Do my best to help every co-worker return home safe at the conclusion of every shift.*

The Ironworkers' Standards of Excellence will increase the pride, the productivity and the craftsmanship of every Ironworker throughout North America. This commitment will improve workplace conditions, increase work opportunities, and help maintain our wages, benefits and standards of living. In addition, the Standards of Excellence will help our signatory employers complete their projects on time, on budget with no injuries or accidents.

In accordance with Article XXVI of the International Constitution, charges may be preferred against any member for violations of the Ironworkers' Standards of Excellence, including but not limited to the following reasons:

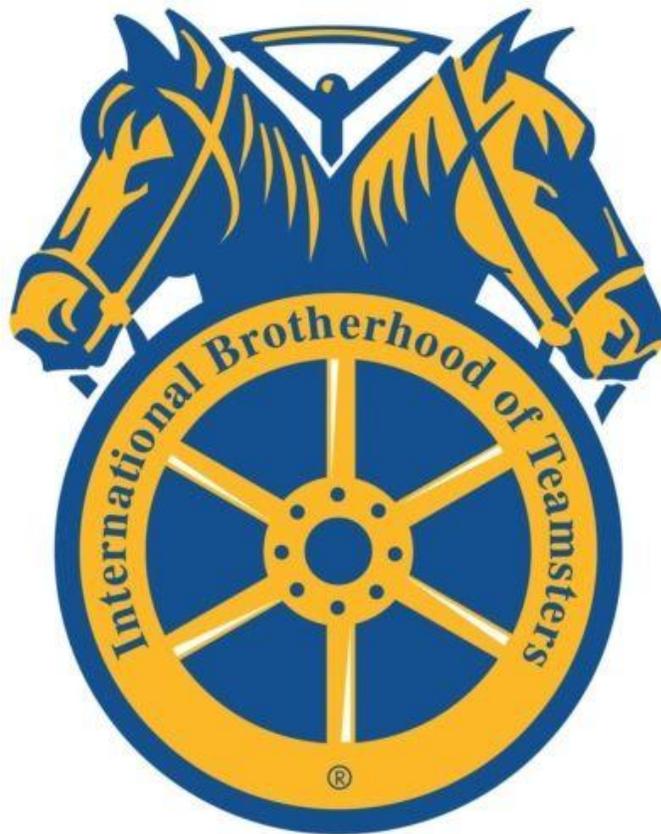
- Taking a job referral and not reporting to work.*

- *Failing pre-employment qualifications.*

- *Discharged for excessive absenteeism.*

Fines for the first offense shall be no less than \$100.00 or no more than one (1) day's pay including fringe benefits and working assessments.

International Brotherhood of Teamsters



No Code

United Brotherhood of Carpenters and Joiners of America



No Code

Laborers' International Union of North America



CODE OF BEST PRACTICES FOR LIUNA OFFICERS, REPRESENTATIVES, MEMBERS AND EMPLOYEES

The following Code of Best Practices shall apply to the International Union, all District Councils, every Local Union, and to every employee, member and officer thereof.

Financial Best Practices

To provide advice, guidance and assistance with regard to financial matters, the International Union maintains a comprehensive audit compliance program, which is overseen and supervised by the General Secretary-Treasurer. In addition to providing a staff of experienced auditors, the program includes regular educational presentations, written materials or manuals and advice on as-needed or requested basis. The following standards are among the financial best practices included in the audit program:

1. Union funds and assets are held in trust for the benefit of the membership. The membership is entitled to assurance that Union funds are not dissipated and are spent for proper purposes. The membership is also entitled to be reasonably informed as to how Union funds are invested or used.
2. All LIUNA officers and representatives occupy positions of trust and have a fiduciary duty to honestly and faithfully serve the best interests of the membership. Accordingly, the Union and its representatives shall conduct their proprietary functions, including all contracts, agreements or arrangements for purchase or sale of goods or services in accordance with the practice of well-run institutions, including the securing of competitive bids for major contracts where appropriate.
3. Union officials and representatives shall ensure that Union assets and resources are expended only for proper purposes and never for personal gain or advantage. In particular, the Union shall avoid the investment or use of its funds in a manner which results in the personal profit or advantage of any officer or representative of the Union. Likewise, the Union shall avoid contracts for purchase or sale or for rendering services that result in the personal profit or advantage of any officer or representative of the Union, nor shall any officer, representative or employee of the International Union, District Council, or any Local Union accept personal profit or special advantage from any action of any officer or representative of the Union.

Business and Financial Activities of Union Officials

Any person who represents LIUNA and its members, whether elected or appointed, has a special trust to serve the best interests of the members and their families. Therefore, every officer and representative must avoid any outside transaction which creates an actual or apparent conflict of interest and shall take appropriate measures to disclose the same. The special fiduciary nature of Union office requires the highest loyalty to the duties of the office. In particular:

1. The mailing lists of the Union are valuable assets. In order to protect the interests of our membership, Union officers and representatives shall not, under any circumstances, without the express prior written consent of the General President, turn over a Union mailing list to an outsider for use in the promotion or sale of any goods or services that benefit an individual or private concern. Mailing lists are to be used only to promote the necessary legitimate functions of the Union and for no other purpose. It is improper for any official or representative of the Union, without the express prior written consent of the General President, to permit the use of any mailing list by any third party to promote the sale of any goods or services, or to enable professionals to solicit the membership.

2. No officer or representative of the Union shall have a personal financial interest which conflicts with his/her Union duties.
3. Except for stock purchase plans, profit sharing or retirement plans, no officer or representative of the Union shall have any substantial interest in a business with which LIUNA bargains collectively.
4. No officer or representative shall accept "kickbacks", under-the-table payments, valuable gifts, lavish entertainment or any personal payment of any kind, other than regular pay and benefits for work performed as an employee, from an employer with which the Union bargains collectively or from a business or professional enterprise with which the Union does business.
5. The principles of this Code apply to investments and activities of third parties where they amount to a subterfuge to conceal the financial interests of such officials or representatives.

Barred Conduct

No Union officer, representative, member or employee, and no union trustee of any benefit fund, shall engage in "barred conduct."

"Barred conduct" is defined as: a) any conduct that would constitute an act of racketeering, as such conduct is described in Title 18 of the United States Code, Section 1961(1) [set forth in Appendix A], that involves the participation of any member or associate of organized crime when such act of racketeering relates directly or indirectly to the affairs of the union; b) knowingly associating with any member or associate of organized crime; c) knowingly permitting any member or associate of organized crime to exercise control or influence in the conduct of the affairs of the Union; or d) obstructing or interfering with the Inspector General, the Special Counsel, the Independent Hearing Officer, the Appellate Officer or the Elections Officer, as those parties are described in the LIUNA Code of Best Practices. The term "knowingly associate" shall mean that 1) an individual knew that the person with whom he or she was associating was a member or associate of organized crime; 2) the association related directly or indirectly to the affairs of the Union; and 3) the association is more than fleeting or casual. The definition of "knowingly associate" in this Code also provides for, and incorporates by reference, certain additional exceptions set forth in Appendix B to this Code of Best Practices.

Operative Plasterers' and Cement Masons' International Association of the United States and Canada



Code Of Conduct

“Promoting Pride in Craftsmanship and Customer Satisfaction”

Introduction

The purpose of the Operative Plasterers’ and Cement Masons’ Code of Conduct is to stimulate our members pride in craftsmanship and customer satisfaction.

Fostering membership pride in our plasterers, cement masons, and shop hands is key to our survival. To achieve this goal our Local Union Officers must implement this Code of Conduct immediately, uphold it strictly, and apply it consistently. The result will be to increase our members self worth, bolster quality craftsmanship, improve working conditions, leverage higher wages and benefits, and create increasing work opportunities for our members. It will also benefit our contractors by increasing their productivity, ensuring timely job completions, keeping projects within (or under) budget, and providing them with reliable, quality craftsmanship.

To be successful, the Code of Conduct must have the full support of the Local Union at all levels. Officers must wholeheartedly dedicate themselves to this task by “setting the standard” and acting as role models for the membership.

Any member found in violation of the Code will be subject to the disciplinary procedures of the International and Local’s Constitution which includes, but is not limited to, charges being filed and the possibility of a fine, suspension, and/or expulsion. While charges may be brought at any time a three strike policy shall be in effect. This means that any member who has three written complaints filed by Employers shall face disciplinary charges and after a hearing may be fined, suspended or expelled.

Responsibilities under the Code

Both the union and contractor have responsibilities under the Code. For the Code to be mutually beneficial, both parties must take their respective duties seriously, and communicate with the other party constructively and on a consistent basis.

Local Union Responsibilities

The Business Manager and Business Agents are responsible for communicating the OPCMIA Code of Conduct to all members, and ensuring they are fully compliant.

To achieve the goals of the Code, the Business Manager and Business Agents shall ensure that:

- Members shall apply their knowledge, skills, and experience diligently on the job.
- Members shall make every effort to upgrade their skills on a regular basis.
- Members, especially those with extensive experience in the trade, shall convey their knowledge and skills of cement masonry and plastering to their colleagues to strengthen the overall value of the OPCMIA’s workmanship as well as encourage teamwork.

- Members meet their responsibility to their fellow workmates and contractors by arriving on time fit for work.
- Members strictly adhere to break times and lunch periods allowed in their contract(s) and agreement(s).
- Members bring the necessary tools as established on the tool list, and ensure they are in proper working order prior to arriving on the job.
- Members abide by the zero tolerance policy for substance abuse.
- Members perform consistently productive work, keep idle time to a minimum, and make every effort to eliminate unnecessary disruptions on the job.
- Members respect the property of the customer, and are fully aware that graffiti and other forms of destruction are not tolerated.
- Members respect their union, their contractors, and their clients by not wearing clothing or buttons with offensive words or symbols.

The Business Manager and Business Agents, in cooperation with Employers on the jobsite, will approach members who demonstrate bad work habits, advise them of their responsibilities as union members, and provide guidance and direction.

In addition, the Business Manager and Business Agents shall ensure that:

- Slowdowns and other methods utilized to extend jobs or give rise to overtime are not tolerated.
- Outside activities that cast the OPCMIA or its local unions in a negative light are not tolerated.
- Inappropriate behavior, harassment, or discrimination exercised towards another member or person, or group of members or persons, are not tolerated.
- Members are meeting their contractual obligations to utilize the proper safety equipment and methods.
- Members are not leaving the jobsite during their work periods without the prior approval of their superior(s).
- No member is soliciting funds on any project or job without prior approval.
- Cell phones are not used on the project site, except during official lunch and break periods.
- Merchandise is not sold on the job site without the prior approval of the Business Manager.

Contractor's Responsibilities

Our signatory contractors have a responsibility to manage their jobs as well as our members who work on their jobs. This task will be made easier by adhering to their responsibilities under the Code, including:

- Addressing ineffective superintendents, general foremen, and foremen.
- Ensuring proper job layout to minimize downtime.
- Ensuring the proper storage of contractor as well as employee tools.
- Ensuring the appropriate number of employees are on the jobsite to perform the work efficiently, economically, and safely.
- Providing the necessary leadership and training skills for jobsite leaders to eliminate problems.

- Ensuring that the proper types and quantities of tools and materials are available on the site to facilitate speedy progress.
- Ensuring that jobsite leaders take responsibility for mistakes created by management and rectify them expeditiously.
- Eliminating unsafe working conditions and ensuring that the proper safety training, equipment, and methods are used.

It shall be the employer's responsibility whenever a member has violated the Code of Conduct to report such violations immediately by providing the responsible Local Union with a letter detailing the alleged violation(s) and the circumstances surrounding.

Dispute Resolution Mechanism

Both the OPCMIA Local Unions and the signatory contractors have obligations respecting the resolution of disputes. In the early stages of a dispute, our Local Unions must actively facilitate dialogue between its members and the contractors. Similarly, contractors should promptly address any and all problems and issues of concern as they arise. If these initial remedial actions of the Local Union and contractor fail to resolve the matter, the parties will pursue their respective remedies under the collective agreement(s).

International Union of Elevator Constructors



Toward this end, we wish to state the following Principles of Excellence, which we believe our members must adhere to:

- Ø Show up for work on time, ready to work, everyday;
- Ø Abide by established starting, quitting, lunch and break times;
- Ø Work productively but in a safe manner, to protect every worker on the job;
- Ø Adhere to a zero tolerance policy for substance abuse;
- Ø Take care of all tools, material equipment and property on the job, as if they were our own;
- Ø Give eight (8) hours of work for eight (8) hours' pay; and
- Ø Act in a professional manner, that enhances the reputation of both the IUEC and our employers.

In turn, we expect our signatory employers to:

- Ø Follow the agreement;
- Ø Provide effective supervision;
- Ø Ensure that necessary tools and equipment are on the job;
- Ø Play its part in providing a safe work environment; and
- Ø Treat employees in a fair, respectful manner.