

Professional Code of Conduct and Standards of Mutual Responsibility



**A program to promote jobsite
excellence and customer
satisfaction.**

**The 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 Professional Code of Conduct and Standards of Mutual Responsibility (Code of Conduct)

- Highest Quality and Quantity of work
- Using best skills
- Using best work practices
- Eliminating those practices that reduce our contractors' profit margins
- Treating our signatory contractors as our business partners

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

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 have full responsibility for communicating the Code of Conduct to all members and insuring all members are fully meeting their responsibility under the Code of Conduct.

Local Union Responsibilities

In implementing the Code of Conduct, the Business Manager shall insure that the Local Union and its members meet their responsibilities. Those 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 any 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, Contractor, and the Union by not wearing clothing or buttons that contain offensive wording or symbols.
- The Business Manager may appoint a Quality Control Craftsman 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, and other methods utilized to extend jobs or provide for 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, shall result in a fine, no portion of which shall be held in abeyance.
- Outside activities that cast the United Union of Roofers, Waterproofers and Allied Workers or the Local Union in a negative manner, and are not approved by the Business Manager 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 use of personal cell phone(s) will be allowed on any project, except during lunch or break periods.

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 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.
- 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.

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 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

- 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 at its disposal.
- Three Strikes You're Out Policy; 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 Employers, and find solutions to job problems.

The Business Manager or Quality Control Craftsman 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.