

HEAT AND FROST INSULATORS AND ALLIED WORKERS UNION

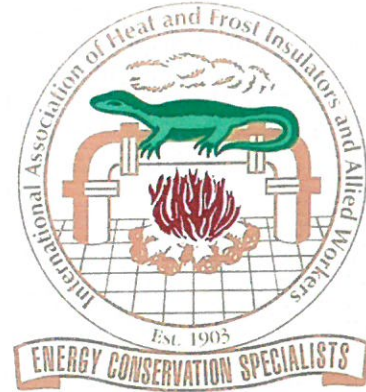
PROFESSIONAL CRAFTSMAN CODE OF CONDUCT

THE BUSINESS MANAGER MUST BE INVOLVED 100%

THE MEMBER'S RESPONSIBILITY

TO WORK SAFE AT ALL TIMES and FOLLOW ALL SAFETY PROCEDURES
BE DRUG AND ALCOHOL FREE

- Show up and be ready to work at starting time
- Have a good attitude
- Be dressed properly
- Have the right tools
- Limited absenteeism
- Be respectful to fellow workers and contractors
- Take care of company equipment
- Do not deface anyone else's property
- A good day's work for a good day's pay



THREE STRIKE PROGRAM

- All members terminated for a valid reason after investigation by the Business Manager or his Agent, shall receive a strike. (absenteeism, fitness for duty, production, safety, etc.)
- The local's executive board or body CANNOT overrule a strike.
- All members are issued strikes in the jurisdiction where the termination occurs. The strike paper work is then forwarded to his/her home local if they are travelers.
- Strikes are permanent on your record and do not go away.

FIRST STRIKE: The terminated member is requested to appear before the executive board to explain his/her self. The Executive Board will offer assistance on outstanding issues.

SECOND STRIKE: Charges are filed against the terminated member and he/she is requested to appear before the executive board for trial and issued a second strike and fine. The member is charged under Article XXIV Sec. 1(n). Other charges may be added if necessary. The trial proceeds even if the member is not present.

THIRD STRIKE: The termination paper work is forwarded directly to the General President.

QUALITY CONTROL CRAFTSMAN

The QCC must be a person of strong character and be a labor liaison between the contractor and the union. He/She has to lead by example and not be afraid to speak up to either the worker or the contractor when there is a problem. Just because a person is a good guy or friend, does not automatically qualify him/her to be the QCC.

The QCC must work very closely with the Contractor/Business Manager going over time sheets (weekly), checking job progress, terminations and any other problem that may arise.

The three step process below is used only if there is a member having problems with absenteeism or tardiness.

- 1) Verbal Warning (Documented)
- 2) Written Warning
- 3) Termination

If a member deserves to be terminated, the QCC must make sure that the contractor terminates him/her and does not just lay him/her off to avoid a strike.

The QCC should keep a daily log of any problems that arise.