

# **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 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 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 1<sup>st</sup> discharge, the union member will be counseled by the union to address issues leading to the termination. After 2<sup>nd</sup> discharge, Local Union Business Manager to file charges; Local Union Executive Board hears charges and if found guilty member fined accordingly. After 3<sup>rd</sup> 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.