

(COMPANY NAME)

## EMPLOYMENT POLICIES

Date: \_\_\_\_\_

The policies presented below represent guidelines that ("Company") will follow and enforce in regards to bargaining-unit employees represented by I.B.E.W. This set of policies replaces previous policies.

These policies are not all inclusive and you should know that there are rules and practices not contained within these policies that may result in discipline if they are not followed. The policies are designed to be consistent with relevant provisions contained in collective bargaining agreements with I.B.E.W.

The Company reserves the right to modify these policies at any time. Such changes will be made in writing by the President of the Company.

## APPLICATION FOR EMPLOYMENT

All prospective employees are expected to fully and accurately complete an application for employment which shall be provided by the Company.

## ATTENDANCE

Employees are expected to be present and fully prepared to perform designated duties during all scheduled hours. Any instances which may require that an employee not be present during scheduled hours must be communicated to the Company with as much advance notice as possible - in writing. Forms for this purpose are available from the Company's foremen and from the Company's office.

## PERFORMANCE/APPEARANCE

Employees are expected to accept and follow the directions of the designated representative of the Company while at the work site, and are to perform to the best of their ability.

Employees are expected to dress in an appropriate manner, which will depend on the nature and location of the work performed. All employees are to treat co-workers and all persons with whom they come in contact with courtesy and respect. All employees must remain aware that the image of the union electrical industry can be affected by everything that the Company and its employees do while at work, such that interaction with customers, other trades people and the general public is important.

## SAFETY

Employees are responsible for designated safety items, as specified in the respective labor agreement(s). Additional personal protective equipment which also can be used for non-work purposes are the responsibility of the employee.

### General Safety Policy

All employees are to perform with safety in mind, and report all unsafe conditions or practices to their supervisor/foreman.

No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.

Employees should be alert to see that all guards and other protective devices are in place and properly adjusted, and shall report deficiencies to management. Approved protective equipment shall be worn in specified work areas.

Horseplay, scuffling and other acts which tend to endanger the safety or well-being of employees are prohibited.

Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the muscles of the legs instead of the smaller muscles of the back. Back injuries are the most frequent and often the most persistent and painful type of workplace injury.

Workers shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor/foreman.

All injuries shall be reported promptly to the supervisor/foreman so that arrangements can be made for medical and/or first aid treatment.

## General Safety Precautions

Do not throw material, tools, or other objects from heights (whether structures or buildings) until proper precautions are taken to protect others from the hazard of the falling object.

Avoid contact with hazardous substances.

Gasoline shall not be used for cleaning purposes.

Arrange work so that you are able to face the ladder and use both hands when climbing.

Keep all tools and equipment, machinery, and vehicles in good condition.

Do not attempt to operate machinery or equipment without proper authorization.

Loose or frayed clothing, dangling ties, finger rings, etc. must NOT be worn around moving machinery or other places.

Machinery shall not be repaired or adjusted while in operation.

## FITNESS FOR DUTY

The Company strictly prohibits the possession and/or use of alcohol and controlled substances while on Company job sites, or on Company property. Employees are prohibited from being under the influence of alcohol/controlled substances during such times.

Employees are expected to comply with the Substance Abuse Policy which is part of labor agreements between the Company and Local 26-I.B.E.W.

## SEXUAL HARASSMENT/HOSTILE ENVIRONMENT

The Company is committed to a work environment free of inappropriate and disrespectful conduct and communication of a sexual nature. Consequently, and in an effort to avoid even the appearance of impropriety, the policy against sexual harassment in some respects exceeds the requirements of applicable law.

The Company strongly opposes sexual harassment in any form. Sexual harassment in the workplace by a manager, employee, or non-employee including any vendor or customer will not be tolerated. Sexual harassment is against company policy and is a violation of Title VII of the Civil Rights Act of 1964, as well as the applicable laws of the relevant States.

Definition of "Sexual Harassment"

## Prohibited Conduct

Sexual harassment refers to behavior of a sexual nature which is not welcome, is personally offensive, debilitates morale or interferes with the work performance and effectiveness of its victims. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

- 1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- 2) submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; and/or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct that is "unwelcome" by another may be considered harassment. If comments or conduct of a sexual nature are unwelcome by an individual, they may constitute harassment. The Company will not accept as an excuse to a complaint of sexual harassment that an employee was "only joking" or "didn't think the other employee would object".

## Examples

Sexual harassment does not generally refer to behavior or occasional compliments of a socially acceptable nature. Commonly accepted "fraternization" among employees and supervisors, defined as conduct of a socially acceptable, friendly, or congenial nature which adds to team- building and/or a pleasant work environment, is not by definition sexual harassment. However, when "fraternization" goes beyond what reasonably can be deemed behavior of a socially acceptable nature in the workplace and becomes unwelcome, it is objectionable sexual harassment. More obviously, behavior that is personally offensive, fails to respect the rights of others, lowers morale, and/or interferes with work effectiveness is not welcome and is deemed harassing in these circumstances.

Sexual harassment may take different forms. One specific form that is prohibited under all circumstances is the demand for sexual favors or taking of any adverse action against any employee who rejected sexual advances or complained about conduct of a sexual nature. It is a violation of both law and Company policy to base any employment decision on whether an individual submits to or rejects unwelcome sexual conduct. Other forms of sexual harassment include such things as:

verbal	sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
non-verbal	sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
physical	unwanted physical conduct, including touching, pinching, bruising the body, coerced sexual intercourse, assault.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. Whatever form it takes, verbal, non-verbal, or physical sexual harassment is insulting and demeaning to the recipient. It will not be tolerated in the workplace.

The Company does not prohibit its employees from voluntary relationships conducted outside the workplace, but it does emphasize that such relationships, especially between a supervisor and his or her employee, must not be unwelcome. The key word here is voluntary. Even voluntary off-duty relationships may have the potential to become sexual harassment if one party wishes to end the relationship and the other engages in any further unwelcome conduct or any form of retaliation. If one wishes to attempt interoffice dating, one does run the risk of a sexual harassment complaint if the initiation or conduct is rejected or unwanted.

Some conduct may constitute sexual harassment (even if the conduct is not specifically directed at the person who is affected by it) if it unreasonably interferes with an employee's work performance or creates a negative work environment. Thus, sexual jokes, innuendo, the presence of sexual pictures in an office and even openly discussed voluntary relationships could be unwelcome by another employee in that office who finds the conduct offensive, even if the communication was not directed to that employee. If comments or conduct are such that they might be objected to by other employees, they are not acceptable on the job or in work-related situations.

#### Enforcement And Complaint Procedure

All supervisors are responsible for implementation of the Company's nondiscrimination policies, for ensuring that all employees they supervise have knowledge of and understand the policies, and for taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policies. All employees are strongly encouraged to use this complaint procedure if they believe they have been subjected to discrimination and/or harassment or have knowledge of any discrimination and/or harassment in the workplace.

The initiation of a complaint, in good faith, shall not under any circumstances be grounds for discipline. It is a violation of Company policy and applicable law for an individual to be disciplined or otherwise disadvantaged as a result of the good faith resort to this compliant procedure.

1. Any employee who believes that he or she has been the subject of sexual harassment or discrimination as prohibited by this policy, or any employee who has knowledge of possible harassment or discrimination against another shall report the matter promptly.

(a) In the normal course, the report shall be made to his or her manager or supervisor, or to the Director of Human Resources.

(b) If the complaint involves the employee's supervisor or if the employee's manager or supervisor fails to respond to the complaint, the employee shall report the complaint directly to the Director of Human Resources.

2. All managers and supervisors who receive a complaint or have knowledge of possible sexual harassment or discrimination, including complaints received or knowledge acquired during an exit interview or in conjunction with an employee's departure from the Company, shall report the matter promptly.

(a) In the normal course, the report shall be made to the Director of Human Resources.

3. Consistent with the company's legal obligation to investigate all complaints of sexual harassment or discrimination and take appropriate action, all complaints shall be handled in a timely manner and confidentiality shall be maintained to the extent possible.

4. Investigation of a complaint shall include conferring with the parties involved and any named or apparent witnesses.

5. Subsequent to an investigation, the Company shall take prompt action designed to remedy any sexual harassment or discrimination or stop harassment or discrimination discovered and to prevent any recurrence. The Company shall take disciplinary action as appropriate. The results of the investigation and any disciplinary action taken shall be reported promptly to the complainant.

## VIOLATIONS/DISCIPLINARY PROCEDURES

Where appropriate, when violation of the above-stated policies occur, the employee will be given a written warning advising him/her of the violation in an effort to reduce the chances of further violations occurring.

However, specific violations, or a series of violations may result in stronger measures being taken without a warning. Included among these stronger measures would be immediate discharge.

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These policies are established with the hope that their use is rarely required. Our goal is to provide a work environment where all employees work safely under clear, consistent and fair policies. The Company appreciates your cooperation.

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President

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Employee Signature

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Date