



## SHEET METAL WORKERS INTERNATIONAL ASSOCIATION LOCAL UNION No. 137

# Code of Excellence

The Code of Excellence is a program designed to bring out the best in our sign fabricators and installers and to demonstrate to the customers of the sign industry that Local 137 members:

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

The Code of Excellence is not only about a SMW Local 137 fabricated or installed job built right the first time, on schedule and on budget, it is also about pride in Local 137 membership and craftsmanship and leaving a lasting impression of quality workmanship with the customer.....thus, prompting them to again hire or employ Local 137 workers on their future projects. The Code of Excellence program is also a means to build and project positive attitudes about who we are and the work we do.....on and off the job.

Local Union training with respect to the Code of Excellence program is educating our membership to convey a strong message that Local 137 construction members will:

- ★ Come to work on time, fit for duty and ready to work
- ★ Obey recognized customer and employer work rules
- ★ Demonstrate zero tolerance for alcohol and substance abuse
- ★ Exercise proper safety, health and sanitation practices
- ★ Own up to 'a full days work for a full days pay' and be on the job unless otherwise allowed or authorized to leave
- ★ Follow safe, reasonable and legitimate management directives
- ★ Encourage respect for customer's rights and property, as well as for others on the job
- ★ Exercise the skills and abilities of the trade
- ★ Seek to obtain all licenses used in the trade
- ★ Care for tools and equipment provided by the employer

- ★ Eliminate waste and other forms of property destruction, including graffiti
- ★ Limit lunch break times to allocated periods; adhere to established start and finish times
- ★ Take steps to stop inappropriate behavior by others
- ★ Use the proper tool for the job and maintain personal tool responsibilities
- ★ Curtail idle time or pursuit of personal business during work hours, including cell phone use
- ★ Expel job disruptions and refuse to engage in slowdowns or activities designed to extend the job or create overtime or any other conduct that would cast Local 137 in bad light

As with Stewards, Local 137 members employed in a managerial/supervisory position must have knowledge of the Code of Excellence program principles, its relationship to Local 137 organizing and overall membership responsibilities to the SMWIA. 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. Local 137 'rank and file' members honoring the Code of Excellence program will rightfully have similar expectations of brother and sister members 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 Shop Steward
- ★ Employee encouragement but, if necessary, fair and consistent discipline
- ★ Job safety, health and sanitation needs and requirements
- ★ Ample job layout/directions to minimize down time and maximize employee productivity
- ★ Availability and timely delivery of necessary materials and safety equipment
- ★ 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 the number of employees to the work at hand