

E. Employment

1. Discharge/Quit

It is strongly suggested that CW/CEs consult with the Organizers before quitting.

2. Work Habits

CW/CEs are expected to work full time if work is available, be on time to work, follow safety rules and exhibit other good work habits.

3. Discharge for Cause

A CW/CE who is discharged by an employer for cause shall face disciplinary action up to and including dismissal from the program.

4. Maximum Number of Discharges

A CW/CE who is discharged by three (3) employers for cause shall be dismissed from the program.

5. Substandard Performance

During the probationary period (90 days from initial referral), any termination for cause or any substandard performance on the job or in related training shall be cause for termination from the program. 9

F. Conduct

1. Appearance

CW/CEs shall present as neat, clean and orderly appearance as is possible in keeping with the job. Proper attire shall be full-length pants, full-length shirt with a minimum of 4" sleeves, shoes appropriate to the environment, and there shall not be any obscene or suggestive language on articles of clothing.

G. Responsibility

1. Driver's License / Transportation

CW/CEs must maintain a valid driver's license and dependable transportation to remain in the program.

H. Alcohol and Drugs

1. Positive Test

If a CW/CE tests positive for a controlled substance due to an employer's drug screen, they will be suspended for 30 days for a 1st offence and terminated for a 2nd offense.

I. Conduct Rules

1. General

CW/CEs are expected to know and follow all rules and regulations of the IBEW Local Union 613 as published in the General Policy. In addition, any visitor to IBEW property who violates the Code of Conduct contained in the General Policy may be removed from IBEW property immediately.

2. Encouraged Values and Behaviors

To provide the foundation for a dynamic training environment, the IBEW promotes and encourages CW/CEs to develop the five following values: honesty, fairness, respect, responsibility and trust.

3. Prohibited Personal Behavior

Lewd, disorderly, disruptive, obscene conduct, drunkenness, gambling and/or the use, possession, manufacture and/or distribution of illegal drugs is prohibited on property belonging to or controlled by the IBEW. This section applies to CW/CEs and non-members alike. 10

4. Disruption

CW/CEs may peacefully assemble but may not assemble to disrupt or obstruct. CW/CEs may not obstruct or disrupt authorized or scheduled activities of the IBEW (e.g. teaching, instructional, research, disciplinary or public service activities). CW/CEs also may not obstruct or disrupt the business or administrative operations of the IBEW.

5. Abuse or Threat

CW/CEs may not verbally abuse, physically abuse, or threaten physical abuse to other CW/CEs, visitors, or any member of the IBEW community. The IBEW may immediately remove or suspend from class or IBEW owned/supervised property any person whom it is reasonably believed may pose a threat to the health, welfare, or property of CW/CEs and members of the IBEW community or visitors to the IBEW campus.

6. Damage of Property and Theft

CW/CEs may not take or damage property belonging to the IBEW, any visitor or any member of the IBEW community.

7. Weapons

Weapons are prohibited at all events sponsored by any element of the IBEW community and are prohibited in, on or within 1000 feet of any property owned or controlled by the IBEW. Certified law enforcement officers may carry weapons as permitted for purposes of fulfilling their official law enforcement duties.

8. Documents and False Statements

Falsification, alteration, fabrication or misuse of IBEW records, forms and other documents is prohibited. In addition, any false statement or misleading information, including omissions, to IBEW officials or Boards is prohibited.