



BUILDING TRADES OF
NEWFOUNDLAND & LABRADOR

STANDARD OF EXCELLENCE

The Trades NL *Standard of Excellence* is designed for our membership, to compliment the Standard of Excellence/Code of Conducts established by local member-unions, with a primary focus to ensure our membership is highly productive, safe, and efficient every day, on every job.

MEMBER RESPONSIBILITY

As a member of Trades NL, I am responsible to:

- Adhere to the core principle of productivity - a fair day's pay for a fair day's work;
- Meet my responsibilities to the employer and my fellow workers by arriving on the job every day, on time, ready to work.
 - Excessive absenteeism will not be tolerated. When absent, the member shall contact supervision in advance of their established start time;
- Adhere to the contractual starting and quit times, including lunch and break periods;
- Eliminate work disruptions;
- Refrain from using personal cell phones during the workday, with the exception of break and lunch periods, unless otherwise permitted by the employer;
- Provide the required tools as stipulated under Collective Agreements, and respect those tools and equipment provided by the employer;
- Be fit for duty, and observe all employer Alcohol & Drug policies;
- Adhere to all workplace policies;
- Be mindful of expectations related to harassment, discrimination, bullying, and violence in the workplace. Any breach of these policies will not be tolerated;
- Be productive. Deliberate slowdowns and other methods utilized to extend jobs or provide for overtime will not be tolerated;
- Perform work safely and effectively, following employer and industry established policy and rules;
- Mindful Awareness (always be attentive to the task at hand), complacency kills...;
- Be a positive representative of Trades NL and their local Union. All members will be professional in appearance. The wearing or display of inappropriate materials shall not be tolerated;
- Meet their contractual and personal responsibility to utilize proper safety equipment and safety methods; and
- Cooperate with Shop Stewards, Trades NL Representatives, Company Labour Relations Personnel, Business Manager, and/or Business Agent, in the settlement of any and all workplace challenges.

EMPLOYER/CONTRACTOR/OWNER RESPONSIBILITY

Trades NL recognizes that success on the worksite is significantly influenced by the role that our employer/contractor plays, as they have ultimate responsibility for managing the work effectively. Their responsibility includes, but is not limited to, the following:

- Address ineffective supervisors, including Superintendents, General Forepersons and Forepersons;
- Ensure proper job planning, supervision and layout, to minimize downtime;
- Ensure the proper types and quantities of tools, equipment and materials, as well as proper storage facilities, are available;
- Demonstrate to clients the efficiency of the partnership with Trades NL and its membership, by ensuring adequate number of employees to perform the work efficiently and, conversely, to limit the number of employees required for the work at hand;
- Develop and implement an employee orientation to the job/employer, which will include a discussion of employers policies and procedures;
- Implement a safety program/culture which includes employees, and ensures that work is completed safely and everyone returns home at the end of each day;
- Provide jobsite leadership to eliminate problems and create effective solutions;
- Create a partnership culture “on the job” by instilling within their supervision team that Trades NL, its individual local union leadership, its staff and Shop Stewards are committed to working with the employer to create success in the workplace;
- Ensure that jobsite leadership takes the necessary ownership of mistakes created by management decisions;
- Eliminate unsafe work conditions and ensure that proper safety training, equipment and methods are utilized;
- Conduct regular meetings with Trades NL leadership. Business Managers, Business Agents and Shop Stewards to update on job progress, work schedules and any other issues affecting the work process/timelines;
- Replace and return to the local union any member that does not have the required skills or qualifications to perform the job safely and productively and to provide the local union with the necessary documentation to support these actions;
- Treat all employees in a respectful and dignified manner, acknowledging the importance of their contribution to a successful project;
- Provide worker recognition for a job well done; and
- Encourage employees, but if necessary be fair and consistent with discipline.

TRADES NL & LOCAL UNION AFFILIATES RESPONSIBILITY

Trades NL recognizes that they themselves and their affiliate Unions play a significant role in the success of its members and the scope of work/project at large, whereby, we have the responsibility to manage the terms of the labour agreements effectively and fairly. Our responsibilities include, but are not limited to, the following:

Adhere to the terms of project or provincial agreements;

- Commit to working with general contractor/sub-contractors to create a successful workplace;
- Ensure we provide fully qualified, job ready members upon request;
- Ensure our members adhere to the core principles outlined in this Standard of Excellence;
- Conduct ourselves in a respectful and dignified manner to all co-workers and signature parties;
- Cooperate towards the successful resolution of grievances and arbitrations.



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