



West Side Hammer Electric

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Division of West Side Electrical Service, Inc.

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Bethlehem, PA 18018

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I.B.E.W CODE OF EXCELLENCE

The code of excellence is a program designed to bring out the best in our constructions member and demonstrate to our customers that I.B.E.W members:

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

- 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 '8 for 8' and be on the job unless otherwise allowed or authorized to leave.
- Follow safe, reasonable and legitimate management directives.

- Encourage respect for the customer's rights and property, as well as for others on the job.
- eXercise the skills and abilities of the trade.
- Care for tools and equipment provided by the employer.
- Eliminate waste and other forms of property destruction, including graffiti.
- Limit lunch and break times to allocated periods; adhere to established start and quit times.
- Leave inappropriate behavior to those of lesser knowledge.
- Employ the proper tool for the job and maintain personal tool responsibilities.
- do Not solicit funds or sell merchandise without the Business Manager's approval.
- 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 the I.B.E.W in a bad light.

- Management responsibilities to the collective bargaining agreement.
- Employee encouragement but, if necessary, fair and consistent discipline.
- Job safety, health and sanitation needs or requirements.
- Ample job layout/directions to minimize down time and maximize employee productivity.
- Availability and timely delivery of necessary materials.
- 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.
- Employee adequate number of employees to perform efficiently or, conversely, limit number of employees to the work at hand.