



CODES OF CONDUCT

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA

LOCAL UNION 332 OF PHILADELPHIA, PA AND VICINITY

1. Definitions

- 1.1 “Local” means Laborers’ International Union of North America Local 332 of Philadelphia & Vicinity.
- 1.2 “Member” means a card-carrying member of Laborers’ International Union of North America Local Union 332 of Philadelphia & Vicinity.
- 1.3 “Non-Union Job site” means a job site at which the contractor responsible for performing tasks customarily and traditionally performed by Laborers’ has not signed an agreement with the Laborers’ District Council.

2. **General**

- 2.1 No Member, including Labor Foreman, General Foreman, Shop Stewards, and Field Representatives, shall accept any monies, gifts, or other things of value from any employer in substitution for the collectively bargained wage rate, nor shall any Member accept any money which is either paid outside of the approved payroll system or not provided for under the applicable collective bargaining Laborers' agreement.
- 2.2 All Members must sign a Field Dues Check-Off Authorization Form or direct payment of payroll deduction plan contributions.
- 2.3 No Member shall destroy, damage, sell, trade, or take without authorization any property belonging to the Local and/or its facilities.
- 2.4 No Member shall strike, threaten or cause bodily harm to another Member.
- 2.5 No Member shall be allowed to enter the General Membership Meeting who has been determined to be intoxicated or under the influence of any controlled substance (drugs).
- 2.6 All Members are expected to support all efforts of the Local to strengthen the Union organization and membership, including charity affairs, fund-raisers and recognition dinners,

2.7 All Members shall conduct themselves in a orderly manner while within the walls or on the grounds of the Local Union Hall. The use of profanity is prohibited.

The possession or use of alcohol, drugs, or any other controlled substance is prohibited.

2.8 All members who have joined the Local since January 1990, and all future members shall be required to participate in an orientation program developed by the Local.

3. **Picketing**

3.1 All members shall participate in picket lines organized by Local 332. Any member who refuses to take part in a Local 332 organized picket line shall be subject to have charges brought before the Executive Board who shall determine the course of actions which will be taken.

3.2 No Member, including Labor Foreman, General Foremen, Shop Stewards, or Field Representatives, shall cross any picket line which has been authorized by the Laborers' District Council.

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- 3.3 No Member, including the Labor Foreman, General Foreman, Shop Stewards or Field Representatives, shall work or be employed at any job site that is functioning as a non-union job site without first notifying the Local's Business Manager or Secretary-Treasurer.
- 3.4 No Foreman, Shop Steward or Field Representative shall encourage other Local members to cross picket lines or to work on non-union job sites.
- 3.5 No Foreman, Shop Steward, or Field Representative shall seek or receive a gift or payment of any kind from any contractor (except as in Christmas bonuses or gifts and those gifts must be and not greater than the same given to all employees).

4. **Job Assignment**

- 4.1 No Labor Foreman, General Foreman, Shop Steward, or Field Representative shall assign jobs on any job site, notwithstanding a contractor's request that such assignments be made, without first notifying the Local's Business Manager, or his

designated representatives, of the number of men needed for the job and the Members to be recommended to fill the assignments.

- 4.2 No Labor Foreman, General Foreman, Shop Steward, or Field Representative working on a job site shall delegate job assignments which have traditionally and customarily been reserved for Members of the Laborers' District Council to members of other Trade Unions without first obtaining the approval for such assignments from the Local's Business Manger or the Business Manager's designated representative.
- 4.3 All job assignments shall be made on the basis of a Member's experience, know-how, and ability to perform the required work. If, for any reason, a Member is assigned to a job for which he or she does not have the necessary skills to perform, the Foreman shall immediately notify the Local's Business Manager or the Business Manager's designated representative, so that appropriate reassignments can be made.

- 4.4 Any Member who has been assigned to a new work site and who for any reason, is unable to report to work as assigned has a duty and responsibility to, by 6:00 a.m. of the day he/she is to report to work, advise the Local's Business Manager or the Business Manager's designated representative of the Member's inability to report to the assigned work site.
- 4.5 A Member who has been assigned to a work site or given a job referral shall not, under any circumstances assign, sell or take anything of value for the job assignment or referral.
- 4.6 A Member must notify the Business Manager, or the Business Manager's designated representative if, for any reason, he or she cannot accept a job referral.
- 4.7 A Member shall not work on more than one job site as long as there are other Members available to fill available assignments.
- 4.8 No Members shall leave a job site to which he or she has been assigned without the express approval of the Job Foreman, the Business Manager, or their designated representatives.

5. **Job Dismissal**

5.1 All Labor Foreman, General Foreman, Shop Stewards and/or Superintendents, notwithstanding any authority to make or revoke job assignments which a contractor may grant them, must notify the Business Manager or his designated representative before dismissing, firing or discharging any Member from any job site.

5.2 Any action taken by a Labor Foreman, General Foreman, Shop Steward and/or Superintendent which results in a Member's discharge or removal from a job site must be accompanied by a written memorandum which shall be placed in the affected Member's personnel file.

6. **Job Site Conduct**

- 6.1 All Members shall carry their Union membership cards at all times when working on any/and all jobs sites.
- 6.2 All Members shall produce their Union membership cards for inspection at the request of any labor foreman, general Foremen, Shop Steward, or Field Representative.
- 6.3 All Members, including Labor Foremen, General Foremen, Shop Stewards and Field Representatives, shall report to work on time and prepare to carry out their assigned responsibilities. Under no circumstances shall a Member report to work under the influence of any kind of intoxicant, including alcohol or controlled substances (drugs).

7. **Reporting Obligations**

- 7.1 All Members, including Labor Foremen, General Foremen, Shop Stewards, and Field Representatives, shall report to The Business Manager, or his designated representative, the name of any employer that uses non-union workers on Union job sites.
- 7.2 All Labor Foreman, General Foremen, Shop Stewards, and Field Representatives shall notify the Business Manager, or his designated representative, of any work assignments given to members of other trades unions which traditionally and customarily, have been reserved for Members of the Laborers' District Council.

7.3 Any Member working on a new job site to which he or she was not assigned by the Local shall notify the Business Manager, or his designated representative, of the job site location.

8. **Leadership Obligations**

8.1 No Shop Steward shall enter into an agreement with a contractor for the payment of special wages, bonuses or other special arrangements not provided for in the applicable collective bargaining agreement without the express authorization of the Business Manager or his designated representative

8.2 All Shop Stewards must attend all stewards' meetings and make monthly reports to the Business Manager or his designee regarding activities on their respective job sites.

8.3 All Foreman and Shop Stewards shall report any unsafe conditions prevailing on the job site to the Business Manager or his designated representative.

8.4 All Foreman and Shop Stewards shall check asbestos certifications and work cards on asbestos job sites.

- 8.5 All Foreman, Superintendents, Shop Stewards and Field Representative shall treat all Members with respect, honor, and the utmost consideration; however, no Member shall demonstrate insubordination, disrespect or outright disobedience to reasonable orders given by the Foreman, Superintendents, Shop Stewards, and Field Representatives.
- 8.6 All Foreman shall report all excessive overtime to the Business Manager or his designated representative.
- 8.7 All Steward meetings shall be mandatory. Any Steward who is absent from more than two meetings without cause shall be removed from that position.
- 8.8. No Steward shall be paid a stipend for any meetings he does not attend.

9. **Training**

- 9.1 All Members are encouraged to take full advantage of the training courses made available through the Educational Training Fund or education opportunities offered by the Union.

10.0 **Charges, Trials and Appeals**

Any Member found to be in violation of any of the aforementioned rules of conduct shall be subject to appropriate disciplinary action and may be brought up on charges by any member in good standing. In the event a member shall be disciplined under this Section, the said charges, hearings and appeals shall be consistent with that stated in the Article IV, Section 4H (8), Article XII, Section 1-9 and Article IV, Section 2(H) of the Uniform Local Union Constitution.

All of the above proposed Codes of Conduct being presented and approved by the Executive Board and the membership, shall take effect and be applicable to all members as of September 23, 1991.

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