

Bob Kanatzar
Director of Training



Student Handbook

Rules and Regulations

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EEOC Statement:

The Mo-Kan Iron Workers Apprenticeship, Training and Education Fund will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Mo-Kan Iron Workers Apprenticeship, Training and Education Fund will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Important Contact Information

Mo-Kan Ironworkers Training Center

105 W. 12th Ave
North Kansas City, MO 64116
Phone- (816) 595-4110
Fax- (888) 470-1798
Director of Training- Bob Kanatzar
Assistant Director of Training- Joe Eckstein
Instructor- Jeremy Jackson
Office Manager- Jamie Gorham
Email- jamie@mokanironworkers.com

Ironworkers Local 10 Union Hall

1000 E. 10th St
Kansas City, MO 64106
(816) 842-8917
Business Manager- David Coleman
Business Agent- Daniel Roach (South of I-70)
Business Agent- Shannon Chambers (North of I-70)
Office Manager- Kerri Shields
Email- kc10ironworker@ironworkers10.com
Website- www.ironworkers10.com

Springfield Office

3737 E. Evergreen St.
Springfield, MO 65803
(660) 815-7765
Business Agent- Jimbo Riley
Instructor-Clarence DeVol
Email- cdevol@mokanironworkers.com

Topeka Office

2730 SW 57th St
Topeka, KS 66609
(785) 438-0099
Business Agent- Tony Delich

Wilson McShane Corporation (Benefits Provider)

12200 N Ambassador Drive, Suite 400
Kansas City, MO 64163
(816) 756-3313
Website- www.ironworkers10benefits.com

Union Info.

A. Meetings

Membership meetings are held the second Monday of every month at 8:00 p.m. at the Union Hall (1000 E 10th St, KCMO). Though apprentices are not allowed to vote, they are encouraged to attend. Attendee's dues must be current.

B. Officers

Officers are elected every three years. The following is a listing of current officers:

Financial Secretary/ Treasurer/ Business Manager.....	David Coleman
President/Organizer.....	Kevin Kuritz
Vice-President/ Business Agent.....	Jimbo Riley
Recording Secretary.....	Joe Eckstein
Business Agent.....	Shannon Chambers
Business Agent.....	Tony Delich
Business Agent.....	Daniel Roach
Trustee.....	Josh Hall
Trustee.....	Brett Hoeflicker
Trustee.....	Justin Caton
Executive Board.....	Bob Kanatzar
Executive Board.....	Craig Kamphefner
Executive Board.....	Ike Pritchett
Executive Board.....	Dave Southern
Executive Board.....	Jeff Kidd
Conductor.....	Jacob Perry
Sergeant-At-Arms.....	Tony Maldonado

1. Training Program Requirements

A. General

The Mo-Kan Ironworkers Apprenticeship Program requires a minimum of 800 hours of classroom/shop time, 6750 hours of on-the-job experience, and should take approximately four years to complete. The program could take longer, dependent upon the work situation.

B. OSHA 10

Once an applicant has been accepted into the program, they must complete the OSHA 10 certification (if not previously obtained) before they can be placed on a job. The OSHA certification is obtained online at www.careersafeonline.com. The cost for the class is \$39.00.

C. School Duration

Each apprentice will be required to attend a minimum of 200 hours of related instruction courses each year. School will be scheduled for one week blocks every other month (4 weeks per year). School schedules are prepared and distributed one semester at a time and will not be modified without the request of a Business Agent or contractor's representative. Any school that is missed must be made up according to the "**Absence, Late Arrival, and Make-Up**" policy. (See page 10.)

D. Dues

Apprentices are expected to remain in good standing (dues current) throughout the duration of the program.

E. Classes

All classes in the Mo-Kan Ironworkers curriculum must be passed with a minimum score of 70%. Scoring will be a composite based on attendance, class participation, assignments, homework and hands-on activities. Students who miss a day unexcused forfeit all points for that day and cannot make up missed assignments or tests. Classes not passed must be retaken when next available.

F. Documentation of OJT Hours

Each apprentice is required to turn in **monthly** work reports with copies of paycheck stubs attached. These may be mailed or emailed to the school. To be considered timely, they must be *received* by the 15th of the following month (January's report is due February 15th).

Any sheets that are incomplete or filled out incorrectly will not be accepted. If you did not work in any given month, a time sheet must still be completed and submitted with zero hours.

The report box in the upper right hand corner must be filled out and signed by your foreman.

Any apprentice who fails to turn in work reports in a timely fashion will have their next raise withheld for the period of time the reports are delinquent.

Acceptable Methods for Submitting Hours:

Mail: Mo-Kan Ironworkers Apprenticeship
105 W 12th Ave
North Kansas City, MO 64116

Email: jamie@mokanironworkers.com

G. Probationary Period

During the first 1500 hours of your apprenticeship, you are considered “probationary”. During this period the Apprenticeship Agreement may be cancelled by either party notifying the other.

H. Contact Information Changes

In the event of an address or phone number change, it is essential that the new information is conveyed to the Training Center, the Union Hall, and Wilson McShane (benefits provider). Any notification mailed to the last known address will be considered notification.

I. Out of Work

If you are laid off and out of work, you must contact the Union Hall in the area in which you desire to work (Kansas City, Springfield, and Topeka). You must also contact the Director of Training. **Apprentices are not allowed to solicit their own work.** Showing up at the hall in person is always the best option for obtaining employment. Try to be at the hall by 6:30 a.m. at least three days a week to sign the list and wait around until at least 9:30 a.m. Upon going back to work, you must contact the Director of Training with your new job information.

J. Working rules

- 1.** Apprentices will receive all job referrals from a Business Agent or the Director of Training. No Apprentice may quit his/her job without the permission of the Director of Training and a Union Representative.
- 2.** Any Apprentice who falsely states their status or wage rate to an employer, will be subject to removal from the program as well as being financially responsible to paying the employer the amount of overpayment.

3. While on the job, the Apprentice must be accompanied by a Journeyman. All on the job training is done in such a fashion.
4. Any Apprentice who attains welder certification will not perform certified welds on the job unless the employer agrees to pay Journeyman Scale plus Certified Welders pay to such Apprentice. An Apprentice may, however, perform welds that are not required to be certified.
5. Apprentices are not allowed to be Foremen unless permission has been granted by the Director of Training and a Union Representative. In that instance, the Apprentice will be paid Journeyman scale plus Foreman pay.
6. Apprentices will abide by the Ironworker Standards of Excellence. (See page 22.)

2. Training Program Rules and Regulations

A. Substance Abuse Policy

The Mo-Kan Ironworkers Apprenticeship and Training Fund follows the guidelines and policies of the Construction Industry Substance Abuse Program (CISAP). Apprentices are required to become compliant with CISAP prior to employment and remain compliant for the duration of their Apprenticeship Agreement. Apprentices will not be allowed to consume alcoholic beverages or any drugs (or be under the influence of such), before or during class periods. Any apprentice found to be in violation of this policy shall immediately be terminated from the program. For the complete CISAP Policy, see page 16 of this booklet.

B. Threats and Acts of Violence

The Mo-Kan Ironworkers Apprenticeship and Training Fund has a no-tolerance policy regarding threats or acts of violence. If any Apprentice, Journeyman or staff member associated with the Fund is found to have violated this policy while at the Training Facility or while involved in activities sponsored by the Fund, such actions will result in termination from the Apprenticeship program and/or criminal prosecution. Violations of this policy include, but are not limited to the use of physical force against another individual and acts or threats of any form, both verbal and non-verbal.

C. Harassment

The Mo-Kan Ironworkers Apprenticeship Fund is committed to providing an environment fostering human dignity which is free from any form of harassment whether it is sexual, racial, ethnic, or some other type. Harassment in any form; verbal, non-verbal, or physical is strictly against the policy of the Fund and will not be tolerated. Violation of this policy could result in

removal from the program, termination of the Apprenticeship Agreement, and termination of employment. If you believe you have been the victim of harassment or have witnessed harassment, report it immediately to the Director of Training or the Chairman of the Board of Trustees. For more information on this matter, see "**Policy Against Harassment**" on page 17 of this booklet.

D. Relationships Involving Trainees/Apprentices

When Training Staff, employees and/or instructors interact with Trainees and/or Apprentices, said Training Fund personnel are in a position of trust and power. Being involved in relationships with Trainees/Apprentices can jeopardize the effective functioning of the Training Program by appearance of either favoritism or unfairness in the exercise of professional judgment.

Any romantic and/or sexual relationship between a Training Fund Employee, Staff or Instructor and a Trainee (Journey person) or Apprentice is prohibited by the Mo-Kan Iron Workers Apprenticeship, Training and Education Fund (Training Fund). This means that a Staff Member/Employee/Instructor who is currently supervising, instructing or evaluating (either directly or indirectly) a Trainee or Apprentice in any program offered by the Training Fund will not propose or enter into a romantic and/or sexual relationship with a Trainee and/or Apprentice.

Consensual, romantic and/or sexual relationships are absolutely prohibited between Training Staff/Employees/Instructors and a Trainee and/or Apprentice. Efforts by Training Staff/Employees/Instructors to initiate consensual relationships are also prohibited. Violation of this Policy by Training Staff/Employees/Instructors is grounds for discipline up to and including discharge.

If any Training Fund Staff Employee/Instructor, whether or not involved, observes a relationship and/or believes that they have been and are being adversely affected, they are encouraged to notify the Training Director and/or the Chairman or Secretary of the Training Fund. Any reported relationship between Training Fund Staff/ Employees/Instructors and Trainee/Apprentice will be investigated in accordance with the Training Fund's Policy against Workplace Discrimination and Harassment.

E. Safety

- 1.** Personal Protective Equipment (PPE) must be worn at all times while doing shop, outdoor, or hands-on activities. This includes, but is not limited to; hard hats, safety glasses, work boots, and suitable attire. Welding hoods, when used, must be able to be fastened to a hard hat. Clothing worn while welding must be free from excessive holes and/or frays. Safety glasses worn inside must be clear and not tinted. Any apprentice

found to be complacent with the use of PPE will be sent home and not allowed to attend class.

2. Anytime an Apprentice will be six feet off the ground or higher, 100% fall protection must be in place and used. This is a zero tolerance policy and no warnings will be given. In the event this policy is violated, the student will be sent home with no credit for the day and not allowed to return to class until a Fall Protection refresher has been completed.

3. Students are not allowed to use tools or equipment that they have not been trained to use.

4. Horseplay on school grounds will not be tolerated.

5. The use of drugs and alcohol before or during class periods is strictly prohibited and will result in automatic termination from the program. This rule also applies to lunches and breaks.

6. Students will be expected to display proper housekeeping practices and ensure that the shop and classroom are clean after use.

E. Dues Receipt

Current dues will be verified every Monday before class begins. Apprentices without a receipt will be sent to the Union Hall to obtain one. Credit for timely arrival will not be given. Apprentices unable to obtain a current receipt, will not be allowed to attend class.

F. Tools

Without the proper tools, we cannot perform the basic functions of our trade. Apprentices will be required to furnish his/her own hand tools as required by the attached tool schedule. Apprentices not having the proper tools for their scheduled class will receive (1) make up day for each day they do not have tools. See the **Tool Schedule** on page 12 for more information.

I. Cell Phones

Cell phones have become a huge issue on our job sites and also in our classrooms. Therefore, cell phones are prohibited in the school building. Students must leave their phones in the car. Messages may be checked at break time and lunch time. Any student discovered with their cell phones on their person will be sent home with no credit awarded for the day (unexcused). It is suggested that those that may need to contact you in the event of an emergency be given the phone number of the Director of Training, Office Manager, and Instructors.

J. Email Account

All apprentices will be required to acquire and maintain a Gmail account for the duration of their apprenticeship. This will consist of the student's last name and member number (kanatzar1257907@gmail.com) and will be set up at the school during the first week of training. All correspondence about training, schedules, etc., will take place using said account.

K. Smoking

Smoking is not allowed in any area of the building, including the welding shop. Smokeless tobacco may be used as long as it and its' after effects are properly contained.

L. General Conduct

- Apprentices will not be allowed to leave the classroom, shop area, or training area during scheduled hours unless an emergency exists. He/she must report to the Instructor before leaving school.
- Horseplay in class, shop, or on school grounds will not be tolerated.
- Apprentices must obey school parking rules and regulations.
- Apprentices will conduct themselves in a professional manner.
- Any apprentice found to be disruptive or hindering the learning of others will be sent home for the day. If the disruptive activity persists, the apprentice may be removed from the program.

3. Absence, Late Arrival and Make-up

A. Absences

Any apprentice who is to be absent from a scheduled class must call the office of the Director of Training before 7:00 a.m. on that day. If the apprentice wishes to have their absence considered excused, proper documentation must be provided. (For example, a doctor's note.) If no documentation is provided, the absence will be considered unexcused. Each **unexcused** absence will require two days of make-up time that will be scheduled by the Director of Training. If an apprentice misses five days during the school year, he/she will be required to appear before the JATC and be subject to termination from the program. If an absence has been **excused**, the apprentice has 30 days to make up the missed time on their own. This can be done while laid off, on rain days, or the first Saturday of the month (provided that the shop is open). After 30 days, the Director of Training will schedule the make-up day.

B. Tardiness

Excessive tardiness is not tolerated on the job, nor is it tolerated at school. Any apprentice arriving to their perspective classroom after 7:00 a.m. will be considered tardy. Any apprentice arriving to the classroom after 12:30 p.m. (returning from lunch) will also be considered tardy. Any apprentice tardy two times in any given week will receive a make- up day scheduled by the Director of Training. Any apprentice arriving to class after 8:00 a.m. be required to finish the day and will be awarded a make-up day. Students arriving after 10:00 will not be allowed to attend class and will forfeit all points for the day. Excessive tardiness will be grounds for an appearance before the JATC and possible termination from the program.

3. Tool Schedule

1st Year

1st Week

No tools required.

2nd Week

Reinforcing Tools

Wire reel	6 foot folding rule
Leather belt	25' or 30' tape
Ironworker Pliers (Klein/Channel Lock)	Gloves
Diagonal Cutting Pliers	Pocket Knife
Tool pouch	Utility Knife
Keel holder (Lumber crayon)	6"-8" torpedo level

3rd Week

Structural Tools

(Plus all tools previously required)

3/4 Hard Spud (1 1/4 opening)	Bolt bags (2 minimum)
7/8 Hard spud (1 7/16 opening)	12" adjustable wrench
Scabbard (spud holder)	7/8 sleever bar
3/4 bull pin	Gloves (hot mill, leather, etc.)
7/8 bull pin	Pocket Knife
6lb or 8lb beater (sledge)	Cutting goggles or glasses #4 or #5

4th Week

Welding, Cutting and Layout Tools

(Plus all tools previously required)	
Welding Hood (must fit hard hat #10 or #11 lens)	#11 adjustable clamps (minimum 2 pr)
Welding Sleeves or Jacket	Center punch
Welding Gloves	Tip Cleaners
Chipping Hammer	Chalk box
Wire brush	6" Torpedo level
Flint striker	Flashlight
12" combination square	Channel Lock pliers
Soap Stone with holder (square or round)	Ball peen hammer
Allen Wrench (1/8" to 3/8" SAE 3mm to 13mm metric)	
Electrode bag	

2nd Year

1st Week

Ornamental (Glass) Tools

(Plus all tools previously required)

12" framing square
Misc. Phillips and flathead screwdrivers
#6 adjustable clamps (minimum 2 pairs) Metal file
12" Prybar
Pruning shears
10" adjustable wrench
6" Jimmy bar
Tin snips (right cut, left cut, straight cut)

2nd Week

All tools previously required.

3rd Week

All tools previously required.

4th Week

All tools previously required.

3rd Year

1st Week

All tools previously required.

2nd Week

All tools previously required.

3rd Week

All tools previously required.

4th Week

Industrial / Conveyor Installation

(Plus all tools previously required)

Combination wrenches (3/8" to 1 1/4" SAE, 8mm to 32mm metric)

Pin punches (1/8" to 3/8")

Metric tape to 8 meter

#1 and #2 flat and Phillips screwdrivers

Locking Vice Grips

1/2" drive ratchet

1/2" sockets SAE 3/8" to 1 1/4" 8mm to 32mm

Plumb Bob

Lockable tool box or bag

4th Year

1st Week

(Plus tools previously required)

Chisel

Metal scribe

Fillet gauges

Rubber mallet 32oz Hack saw

Combination wrench set (3/8" to 3/4") 3/8"

Ratchet and sockets (3/8" to 3/4")

2nd Week

All tools previously required.

3rd Week

All tools previously required.

4th Week

***FINAL WEEK OF APPRENTICESHIP – TOTAL TOOL CHECK (ALL TOOLS PREVIOUSLY REQUIRED)**

4. CISAP (Construction Industry Substance Abuse Program)

A. General

All prospective apprentices must be drug tested after application and acceptance, but before enrollment into the Mo-Kan Ironworkers Apprenticeship and Training Program. Any applicant who tests positive or refuses to test will not be accepted into the program, but may reapply one year from the date of the test. All apprentices are required to become and remain in compliant status with CISAP during their tenure as an apprentice. Any apprentice who refuses to take such test will be subject to disciplinary action up to and including termination.

B. Reasonable Suspicion

If reasonable suspicion exists, the Director of Training reserves the right to ask for the apprentice to be tested.

C. Random Testing

Once enrolled in the CISAP program, apprentices will be subject to random testing. If a random result is positive, the apprentice will be placed in a "watch block" category for 24 months, commencing with the most recent positive results. During the "watch block" period, the apprentice is subject to more frequent random testing. Positive results during the "watch block" will have the following outcomes:

1. First Positive

The apprentice will be ineligible for testing for 90 days and his/her CISAP card will be suspended. The participant's apprenticeship will be suspended during that time, and the individual will not be allowed to work or attend classes. Once a current CISAP card has been reissued, the apprentice must contact the Director of Training to verify compliance and continue with apprenticeship.

2. Second Positive

The apprentice will be *permanently* terminated from the CISAP and Apprenticeship Programs.

5. Policy Against Harassment

POLICY AGAINST HARASSMENT

The Mo-Kan Ironworkers Apprenticeship, Training and Education Fund ("Fund") is committed to providing a work environment free of sexual harassment, as well as harassment based on race, color, religion, national origin, age, disability, sexual orientation, or veteran status. The Fund strongly disapproves of and will not tolerate harassment of any type. The Fund expects its employees, including instructors, employers who hire apprentices, and apprentices to treat each other with the respect and dignity so as not to offend the sensibilities of the individual. Sexual harassment is demeaning to another person and undermines the fundamental principles of the trade union movement, dignity, human rights and solidarity. Incidents of harassment can result in a general atmosphere in which the purpose of the training program is undermined. Moreover, harassment, including sexual harassment, is against the law. Therefore, the Fund is dedicated to vigorously enforcing this policy against sexual harassment. Fund employees or apprentices who engage in such conduct will be disciplined. Employers who engage in such conduct against apprentices will be denied access to apprentices.

What Constitutes Harassment

Harassment includes verbal, nonverbal and physical conduct that creates an intimidating, offensive or hostile work environment or that interferes with work performance. Some examples of harassment include racial slurs, ethnic jokes, posting of offensive pictures or statements, posters, cartoons or other similar conduct.

Sexual harassment refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipient. Sexual harassment can take many forms and can involve conduct by a male or female toward a person of the opposite sex or the same gender.

1. An employee or apprentice is promised or given favorable treatment or benefits such as grades, positive reviews, job referrals or employment only if the individual submits to or tolerates harassing behavior;
2. An employee or apprentice is threatened or suffers a tangible action, such as discipline, demotion or discharge because of his/her refusal to tolerate the harassing behavior; or
3. The harassment unreasonably interferes with an individual's school or work performance and creates an environment which is intimidating, humiliating, offensive or hostile to the employee.

Examples of behavior which are prohibited and will not be tolerated, include, but are not limited to: unwanted physical contact (such as patting, pinching or brushing against another

body), sexually orientated propositions; obscene or lewd language; kidding, teasing, jokes or gestures of an offensive nature; or the display of sexually suggestive pictures, objects, cartoons or other materials.

FILING AND INVESTIGATION OF COMPLAINTS

If you believe you have been sexually harassed or have witnessed any harassment, you should report the incident promptly to either the Training Director or Chairman of the Board of Trustees both of who is responsible for investigating all complaints. You are not required under this procedure to complain directly to the alleged wrongdoer. It is the responsibility of the person who receives the complaint to ensure that the alleged wrongdoer is informed of the allegations so that an investigation may be conducted.

Supervisors and union representatives who receive complaints or who observe harassing conduct must inform the Training Director of the Board of Trustees immediately. Failure of a Fund employee to make a report is itself a serious matter and may be grounds for discipline up to and including termination.

Every complaint of harassment reported to the Training Director or Chairman of the Board will be promptly and thoroughly investigated. Efforts will be made to investigate and resolve complaints in as confidential a manner as possible, consistent with the proper investigation of the complaint and considerations of fairness to the person accused. Access to any information regarding the complaint, investigation or action taken as a result of the complaint of harassment, will be supplied to individuals on a "need to know" basis but limited only to those individuals who have some part in the resolution of the complaint.

RESOLVING COMPLAINTS

If the investigation establishes harassment has occurred, the Fund will take appropriate remedial actions to discipline the harasser. The discipline imposed will depend upon the nature and severity of the misconduct found upon investigation and may include discharge or removal from the program for a first offense. The decision or any action taken by the Training Fund may be appealed to the Board of Trustees within 30 days of receiving the decision.

RETALIATION PROHIBITED

The Fund will not tolerate any form of retaliation against an employee or apprentice who has made a bona fide complaint or cooperated in an investigation of alleged harassment. All persons contacted in the course of an investigation will be advised that they and other individuals involved in the complaint are entitled to be treated in a professional manner, and

that any retaliation or reprisal against an individual who is an alleged target of harassment, has made a complaint, or has provided evidence in conjunction with a complaint, is prohibited and could result in discipline up to and including termination. Employees or apprentices who fail to cooperate with an investigation or retaliate against parties to an investigation of sexual harassment or retaliation will be subject to substantial discipline to and including discharge or termination from the program.

Learning Management System (LMS)

Ironworkers International has implemented a Learning Management System (LMS) to better assist with coursework and training. This online portal will eventually allow access to all of your online and classroom based activities.

In order to utilize the LMS, all apprentices will be required to register within the system. To register, please follow the steps below:

1. Go to <http://iwuser.com> and fill out the form EXACTLY as you want your information in ALL ironworker databases.
2. You will be required to fill in a local code. The local code is 010JIW20.
3. Once you've submitted your information – a verification email will be sent confirming that it was received (this could take a few days). You will receive another email with your new account login information once your LMS account has been created.

Mo-Kan Ironworkers Curriculum: Breakdown of Weeks for 4-Year Program 1st Year

Week	Course	Notes	Hours
1	Orientation & OSHA 30	*Forklift, Aerial lift, Fire watch, etc.	50
2	Reinforcing Concrete & Math		50
3	Structural Steel I		50
4	Intro to Welding/SMAW I		50
		Total:	200

2nd Year

Week	Course	Notes	Hours
1	Architectural & Ornamental 1		50
2	Rigging		50
3	Cranes		50
4	Post Tensioning (Practice) & Math		50
		Total:	200

3rd Year

Week	Course	Notes	Hours
1	Post Tensioning (Certification)		50
2	Metal Buildings		50
3	Blueprints/Math/Welding		50
4	Layout/SMAW II Part 2		50
		Total:	200

4th Year

Week	Course	Notes	Hours
1	History/FCAW		50
2	Precast Concrete Erection		50
3	Architectural & Ornamental II	Unitized Panels	50
4	Foreman/Steward/COMET & First Aid/CPR		50
		Total:	200

IRONWORKERS' STANDARDS OF EXCELLENCE



The purpose of the Ironworkers' Standards of Excellence is to reinforce the pride of every Ironworker and our commitment to be the most skilled, most productive and safest craft in the Building Trades.

As Union Ironworkers, we pledge ourselves to uphold our word, as given through our Collective Bargaining Agreement, and display the professionalism expected of our trade and Union in all aspects of our employment as exemplified by the values ingrained in our Standards of Excellence.

It is our commitment to use our training and skills, each and every day, to produce the highest quality work worthy of our name and consistent with the Collective Bargaining Agreement.

As an Ironworker member, I agree to:

- Adhere to my responsibilities under the Collective Bargaining Agreement for start and quit times, as well as lunch and break times.
- Allow my Representative to handle any disagreements or breaches by refusing to engage in unlawful job disruptions, slowdowns or any activities that affect our good name.
- Respect the Customer's and Employer's rights, property and tools as I do my own.
- Meet my responsibility to show up every day; outfitted for work and fit for duty without engaging in substance abuse.
- Cooperate with the Customer and Employer to meet their statutory, regulatory and contractual responsibilities to maintain a safe, healthy and sanitary workplace.
- Do my best to work in a manner consistent with the quality, productivity and safety of every task that I am assigned.
- Do my best to help every co-worker return home safe at the conclusion of every shift.

The Ironworkers' Standards of Excellence will increase the pride, the productivity and the craftsmanship of every Ironworker throughout North America. This commitment will improve work place conditions, increase work opportunities, and help maintain our wages, benefits and standard of living. In addition, the Standards of Excellence will help our signatory employers complete their projects on time, on budget with no injuries or accidents.

In accordance with Article XXVI, Section 15 of the International Constitution, charges may be preferred against any member for violations of the Ironworkers' Standards of Excellence, including, but not limited to the following reasons:

- Taking a job referral and not reporting to work,
- Failing pre-employment qualifications and/or
- Discharged for excessive absenteeism.

Fines for the first offense shall be no less than One Hundred Dollars (\$100.00) or no more than one (1) day's pay, including fringe benefits and working assessments of eight (8) hours.

Members having been found guilty of a second offense, fines shall be no less than Five Hundred Dollars (\$500.00) or no more than one (1) week's pay, including fringe benefits and working assessments of forty (40) hours.

Members having been found guilty of a third offense, fines shall be no less than One Thousand Dollars (\$1,000.00) and no more than two (2) week's pay, including fringe benefits and working assessments of eighty (80) hours.

Any member found guilty of the aforementioned violations three (3) times within a three (3) year period may also be expelled from the Local Union subject to the approval of the General Executive Board.

I acknowledge this responsibility and pledge my word to do the same.

I have read the Mo-Kan Ironworkers Student Handbook and agree to abide by the rules, regulations, and Standards of Excellence contained within.

Applicant or Student (Print Name)

Date

Applicant or Student Signature

Date

Witness

Date

The Student Handbook featuring the Rules and Regulations is also available at www.ironworkers10.com/apprenticeship.html.