



## Work Hours

*Start work on time, work until the appropriate quitting time and limit break periods to the time allowed*

When a NECA/IBEW Local 48 member signs a contract with a client, they are making several promises. Not only are they promising to return the customer's space in the same, or better condition than when work started, they are promising to finish their work on time and under budget as possible. That can only happen if everyone does their assigned work when they are expected to.

Using work time in an unproductive manner, can cause a job to run over budget and past the finish date, creating a poor relationship with the client and possible future clients. This is why it is important to start, finish and take breaks on time.

NECA/IBEW Local 48 work as a team, and a team succeeds when every member is doing their job to the best of their ability.



## Respecting tools

*Use the proper tool for the job while maintaining personal responsibility for our tools*

Maintaining tools and using them correctly helps keep people safe. Not using the tool the job calls for, or allowing personal tools to fall into disrepair can lead to dangerous situations where people could get hurt. NECA/IBEW Local 48 members must take every precaution to ensure safety, and that includes tool maintenance.

When workers have to stop work to deal with broken tools, or accidents caused by broken tools or using the wrong tool, can put a job behind schedule and over budget. Fixing damage takes time away from finishing tasks for the contacted job and creates unnecessary costs. Worker should take responsibility for maintaining their own tools and using them in the proper way.

