



# APPRENTICE POLICY & PROCEDURE MANUAL

## Northeast Carpenters Apprenticeship Fund

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## Contents

<b>INTRODUCTION .....</b>	<b>2</b>
<b>HISTORY OF THE UNITED BROTHERHOOD OF CARPENTERS .....</b>	<b>2</b>
<b>NCATF MISSION .....</b>	<b>3</b>
<b>AFFIRMATIVE ACTION PLAN .....</b>	<b>3</b>
<b>EQUAL OPPORTUNITY PLEDGE .....</b>	<b>4</b>
<b>CODE OF CONDUCT .....</b>	<b>5</b>
<b>SEXUAL HARRASSMENT &amp; DISCRIMINATION POLICY .....</b>	<b>6</b>
<b>DRUG AND ALCOHOL POLICY.....</b>	<b>8</b>
<b>WORKPLACE THREATS &amp; VIOLENCE .....</b>	<b>8</b>
<b>SOCIAL MEDIA POLICY.....</b>	<b>9</b>
<b>NEW APPRENTICE PROBATION PERIOD.....</b>	<b>10</b>
<b>DRESS CODE.....</b>	<b>10</b>
<b>APPRENTICE TRAVEL AND LODGING POLICY.....</b>	<b>11</b>
<b>ATTENDANCE POLICY .....</b>	<b>12</b>
<b>ABSENTEEISM POLICY .....</b>	<b>12</b>
<b>TRAINING ACCREDITED BENEFIT HOURS .....</b>	<b>13</b>
<b>TRAINING &amp; WORK HOUR REVIEWS .....</b>	<b>13</b>
<b>APPRENTICE SKILL ENHANCEMENT TRAINING .....</b>	<b>14</b>
<b>GRADING SYSTEM.....</b>	<b>14</b>
<b>TRAINING CENTER SAFETY RULES .....</b>	<b>15</b>
<b>APPRENTICE POLICY &amp; PROCEDURE SIGNATURE PAGE .....</b>	<b>16</b>

## INTRODUCTION

Hello and welcome to your future success story. Today begins a new project in your life, and like any new building project you require a stable and strong foundation. You no longer are in search of a career that will pay family sustaining wages, health care coverage and the ability to retire someday with dignity; you found it. In order to achieve these wages and benefits you need to be engaged and active by in this union. From today until the day you retire you will need to abide by rules, regulations & procedures. In this booklet you will find the information to successfully complete your Registered Apprenticeship in one of our trades. This Apprenticeship Policy & Procedures manual will be your blueprint to a successful career building structure from Apprentice to Journeyman. You are required to read and understand everything within. You will be held accountable for complying with all policies and procedures described. Every NCATF Staff member is employed to assist apprentices. Our success is tied to your success; if you don't succeed neither do we. Please ask for help at any time. Let's get to work!

## HISTORY OF THE UNITED BROTHERHOOD OF CARPENTERS

The United Brotherhood of Carpenters and Joiners of America (UBC) began in 1881 when 36 carpenters from 11 different cities joined together to form a national union with a constitution, a structure, and two thousand members. With Peter J. McGuire, one of the greatest labor leaders of the 19th century, serving as the first general secretary of the union, the UBC grew tremendously. From its humble beginnings, the UBC transformed into a powerful, political and economic force, setting the standards for wages, benefits, conditions, and quality for every construction project in the United States.

To better accommodate the changing times in the 1990s, the UBC began a significant reorganization in its structure. The union's structure was redefined and streamlined from a national brotherhood to include Regional Councils in order to better reflect the current regional and national construction industry. The change in structure helped to ensure that members of the UBC would receive better service and attention. The new regional council set up also helped to ensure that union leaders would be more accessible, as well as more accountable to members.

The American workforce and the industry in which the United Brotherhood of Carpenters and Joiners of America operates may look different today, but the underlying principles of organizing all the men and women who make their living in the carpentry trade is exactly the same as it was in 1881, when 36 carpenters met in Chicago to improve their lives, their futures, and their trade.

## NCATF MISSION

The Northeast Carpenters Apprenticeship Training Fund (NCATF) is committed to training the most highly skilled and efficient work force necessary to remain competitive in today's construction market. The training program is sponsored entirely through employer contributions based on a percentage of the negotiated hourly wage.

The NCATF believes that training and training alone will determine the degree of employability for its members. When provided with the skills, knowledge and technology required in today's construction industry the union carpenter will remain unsurpassed in performance and superiority for years to come.

The NCATF operates two training centers in New Jersey, governed by one labor management committee. The training centers, located in Edison and Hammonton, are registered with the United States Department of Labor, Office of Apprenticeship. Additionally, each apprentice is registered with the state's agency and their progress is monitored by that agency throughout their training period. The Labor Management Committee is comprised of equal representation of employers and labor representatives.

The NCATF Program consists of 1000 hours of school/technical training, combined with four years & 7000 hours of on-the-job training. The apprentice training program has 1000 hours of training, 800 hours structured within your trade and 200 hours selected by you based on your vision of your career direction. At the training center we have simulated an on-the-job environment in the classroom and in the shop, providing the participant with a hands-on approach to learn each of the required skills. Hands-on training coupled with classroom instruction is the most effective way to allow our apprentices to learn the new technologies and new procedures of the ever-changing construction industry.

## AFFIRMATIVE ACTION PLAN

The Northeast Carpenters Apprenticeship Fund enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Northeast Carpenters Apprenticeship Fund seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Northeast Carpenters Apprenticeship Fund hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the JATC will become part of this written AAP, once approved by the Registration Agency.

## EQUAL OPPORTUNITY PLEDGE

The Northeast Carpenters Apprenticeship Fund commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, or any other classification protected under State and Federal laws. The Sponsor 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.”

## CODE OF CONDUCT

1. Upon admission to the Northeast Carpenters Apprentice Training Fund (NCATF) Program, apprentices must make the unqualified commitment to responsible conduct, both on and off NCATF property, which conforms to the generally accepted standards of adult behavior within a professional community as well as the UBC Constitution Section 43 Apprenticeship & Section 44 Obligation & Affiliated Local Union Bylaws.
2. Apprentices are expected to and must show courtesy and respect for ALL NCATF faculty, staff, **FELLOW APPRENTICES AND JOURNEYPERSON.**
3. Apprentices must understand and accept the necessity for NCATF regulations and comply with the individuals authorized to enforce the regulations.
4. Violations of these regulations and/or conduct that are contrary to the best interest of the NCATF community will be subject to penalties as the circumstances justify, including but not limited to probation, extension of apprenticeship or expulsion.
5. All Apprentices must be prepared for work for each school day.
6. Apprentices who are not prepared for school each day (ex. Books, tools, attire) will be dismissed and the day will be counted as **AN UNEXCUSED** absence.
7. Cell phones are permitted only when the instructor gives you permission in class or shop areas. Earbuds, headphones, and Bluetooth earpieces are prohibited during class times. Calls, emails, & text messages are to be returned during breaks and lunch. If there is an emergency give your family the school front office number Edison Campus 732-372-6020 or Hammonton Campus 609-567-5675, and the staff will notify you.
8. Drugs and Alcohol will not be tolerated under any circumstances.
9. Establishments that distribute alcoholic beverages are off limits during the school day.
10. Any act of dishonesty, fighting, and/or vandalism will result in your apprenticeship being discontinued.
11. Break room areas are available for food and drink. Shops and classrooms are off limits for food and drink.
12. Horseplay and profanity will not be tolerated on school property.
13. Apprentices are **REQUIRED** to keep their contact information records current with the training center and their local union.
14. You must be a member in **GOODSTANDING** to attend all training. If you become 3 months in arrears you are not in good standing.
15. You must have your dues paid in advance before arriving for training.

16. You will be asked before the first class of each training week for your training verification card, by your instructor. This will show if you are in GOODSTANDING or NOT! BE PREPARED TO SHOW IT!

## SEXUAL HARRASSMENT & DISCRIMINATION POLICY

The NCATF believes in the dignity of every apprentice and expects all apprentices to show respect for their colleagues. The NCATF is an equal opportunity employer, which means that we are committed to providing equal employment opportunity without regard to race, color, religion, sex, age, national origin, nationality, disability, marital status, or any other protected status under applicable federal, state, or local law.

In support of this initiative, the NCATF expressly prohibits any form of unlawful sexual harassment or discrimination. Sexual harassment or discrimination by any apprentice will not be tolerated, and appropriate disciplinary action, up to and including termination of apprenticeship, will be taken against anyone who is found to be in violation. All NCATF apprentices must participate in mandatory training in Preventing Sexual Harassment and Discrimination.

With respect to sexual harassment and discrimination, the NCATF prohibits:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual or otherwise offensive nature where:
  - a. submission to such conduct is an explicit or implied term or condition of an individual's apprenticeship;
  - b. or, such conduct has the purpose or effect of creating an intimidating, hostile, or offensive learning environment
2. Offensive comments, jokes, innuendos, and other sexually oriented statements.
3. Obscene or sexually oriented printed or visual materials
4. Verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive learning environment

The above are only examples of inappropriate conduct. Whether particular conduct actually constitutes sexual harassment must be decided on a case-by-case basis after a review of all the circumstances. Sexual harassment and discrimination can be directed toward a person of the opposite or same gender, and can occur between a supervisor and a subordinate, between co-workers, or between outside third parties and employees. This conduct is prohibited not only at

the training center, but also during any training center-related business or social activity, whether on or off work premises.

### **Non-Retaliation**

This policy prohibits retaliation and disciplinary action against an NCATF apprentice raising allegations of sexual harassment, or other inappropriate conduct, except in limited circumstances where there is conclusive evidence that no harassment occurred and that the allegations were devised purely for retaliatory or other improper reasons on the part of the complaining apprentice.

### **Complaint Procedure**

Any apprentice who believes that he or she is being sexually harassed or otherwise subjected to inappropriate conduct by a supervisor, co-worker, or anyone else associated with the NCATF should take the following steps:

1. Alert the Training Center Director/ Coordinator, who will contact the KML Director of Human Resources, who is the designated recipient of all such complaints, about the problem
2. Efforts will be made to keep his or her identity confidential from the alleged harasser; however, because the primary objective of the investigation is to discover and eliminate confirmed harassment and/or other inappropriate conduct, the complaining person may have to be identified.
3. He/she/they may be asked to provide a written statement detailing the alleged harassment and/or other inappropriate conduct, or to sign a written statement prepared by the investigator containing the allegations
4. The alleged harasser will be given the opportunity to explain his or her recollection of the events, to identify potential witnesses, and to offer any additional information to the investigator. In no case will the complaining apprentice be forced to confront the alleged harasser in a face-to-face meeting.
5. A written report will be prepared summarizing the evidence obtained, the conclusions reached, and the proposed corrective action. Both the complaining apprentice and the alleged harasser will be advised of the results of the investigation.
6. If the allegations are verified, but are deemed minor in nature, remedial action shall be taken, which may include, but not be limited to, advice, counseling, and/or sensitivity or sexual harassment training. If the allegations are verified, and deemed more serious in nature, remedial/disciplinary action shall be taken to the degree warranted by the offending conduct, which may include, but not be limited to, rescheduling, suspension, or termination.
7. The complaining apprentice will be instructed to bring to the attention of the investigator any future recurrences of alleged harassment or other inappropriate conduct. The investigator will also follow-up with the complaining apprentice to verify that other objectionable behavior has not occurred.

## DRUG AND ALCOHOL POLICY

The NCATF is committed to the goal of a drug-free and alcohol-free workplace. All apprentices must be mentally and physically able to perform their customary responsibilities without threat to the safety of themselves, their co-workers, or to the property of the NCATF. NCATF Staff have a responsibility to immediately report any instance of suspected impairment or drug or alcohol abuse to the Training Center Director/Coordinator.

Drug or alcohol testing may be used in the following instances:

1. New apprentice testing, random apprentice testing, for cause, reasonable suspicion testing, or follow-up testing as part of a return to work agreement.
2. Refusal to submit to a test will be construed as violation of this policy.
3. Any violation of this policy will result in disciplinary action, up to, and including apprenticeship termination.

All Apprentices **must** be in compliance with NCATF Drug and Alcohol Policy available on the website.

## WORKPLACE THREATS & VIOLENCE

Nothing is more important to the NCATF than the safety and security of its staff and apprentices. Any type of workplace threats or violence—including threatening behavior or language, physical contact, acts of intimidation, and/or weapons possession—on NCATF property, **including hotels**, while representing the NCATF is strictly prohibited. This includes any violence or threats against any person or entity connected to NCATF business.

As a NCATF apprentice, you are responsible for doing the following:

- a. Notifying your Instructor immediately if you witness or learn about any such threatening or violent acts on NCATF property. You **must** report such behavior regardless of the identity of the person engaging in the behavior, and regardless of the identity of who the victim is, of the behavior.
- b. Notifying your Training Director/ Coordinator if you have applied for and/or obtained a protective or restraining order which lists the NCATF property area. A copy of the application and/or order should be supplied.

All complaints of workplace threats or violence will be immediately investigated.

1. Any person who engages in such behavior on NCATF property will be removed from the premises and shall remain off NCATF property pending an investigation. Your apprenticeship is on hold, pending the outcome of the investigation.
2. Should an investigation substantiate that violations of this policy have occurred, the NCATF will take appropriate action, including, suspension or termination of apprenticeship, termination of any business relationship, and/or arrest and prosecution. To the extent possible under the circumstances, the NCATF will protect the privacy of all reporting apprentices and staff.
3. Remember, the NCATF has “zero tolerance” for workplace violence. Your cooperation in reporting threats and violence is essential to the success of this policy.

## SOCIAL MEDIA POLICY

This policy does not seek to regulate an apprentice’s personal time outside their work, except that postings on personal social media accounts must not state or imply that they represent the views of the NCATF or contain confidential information that is detrimental to NCATF interests. Apprentices must not use any social media accounts to disparage other NCATF staff members or fellow apprentices, or journeymen.

The key principles of the policy are as follows:

- Apprentices are encouraged to use social media to promote the flow of useful information and support NCATF operations.
- Social media posts should not violate NCATF values, the code of conduct, NCATF policies, or the law.
- Posts must not be (or potentially be seen as) offensive, harassing, derogatory, demeaning, off-color, sexual in content, creating an unsafe working environment, or otherwise inappropriate in a business environment.
- Must not make official comments on social media platforms on behalf of the NCATF without written approval from the KML Communications Office. This applies to media inquiries as well.
- Apprentices are required to abide by all criteria within the UBC Member Obligation.

## NEW APPRENTICE PROBATION PERIOD

1. All apprentices will serve a probationary period.
2. Apprentices in all occupations will serve a probationary period not less than 1750 hours of on-the-job learning (OJL) or one-year, whichever is shorter.

During the probationary period either the apprentice or the Northeast Carpenters Apprenticeship Committee may **terminate** the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended or canceled by the Northeast Carpenters Apprenticeship Committee for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Northeast Carpenters Apprenticeship Committee will provide written notice to the apprentice and to the Registration Agency of the final action taken.

## DRESS CODE

1. Apprentices are to be neat in their dress and appearance at all time.
2. No hats, hoodies indoors at any time. Open toed shoes and sneakers are prohibited.
3. Welding Caps and Hard Hats are the only exception.
4. Work shoes/boots are **ALWAYS** required and must be securely tied.
5. Work pants or jeans with belt are always required. For your safety, jeans with rips or tears are not permitted.
6. Sexually explicit, suggestive shirts or apparel are forbidden.
7. Non-Union Contractor apparel is forbidden on any NCATF Property.

## APPRENTICE TRAVEL AND LODGING POLICY

The following guidelines apply to travel and lodging reimbursement for all NCATF apprentices.

The NCATF will provide lodging for apprentices who are travelling to for their week of training. This will ensure the safety of our apprentices who are driving from greater distances. Making accommodations available to these apprentices will also be reflected in better attendance records should weather or distance be an issue.

### **1. REQUIREMENTS:**

Apprentices requesting reimbursement must live over 75 miles from the training center. Qualifying distance will be based on the shortest route provided by using Google Maps.

### **2. LENGTH OF STAY:**

The maximum lodging will be 4 nights, Monday through Thursday. A 5<sup>th</sup> night may be granted at the discretion of the Training Director, Sunday through Thursday. This may be granted in the case of a much farther distance than 75 miles or the threat of inclement weather which would prevent the apprentice being able to make it to school on time or safely Monday morning.

### **3. MEALS:**

Any apprentice staying over will be provided a stipend of \$25 per day for meals. Receipts are to be submitted at the weeks end and a check will be sent once approved. Any apprentice who leaves early and does not complete their full week of training will forfeit said stipend.

### **4. ACCOMODATIONS:**

Apprentices will be lodged at a facility designated the Training Fund and arrangements will be made on their behalf. It is in the apprentice's best interest to contact the training center the week prior to their training to ensure eligibility of stay and availability of the room. Failure to do so may result in loss of training hours which could negatively affect their apprenticeship as well as their next pay raise.

## ATTENDANCE POLICY

1. Classes begin promptly at 7:00am and end at 3:30pm.
2. Apprentices **must** sign in and out, on roll sheet, each day of class.
3. Apprentices who miss the first day of class will be required to repeat the class at its next available offering. This may result in extending your apprenticeship.
4. Any apprentice who misses a day or comes to class late will have to sign in before attending class. Please refer to your training center's attendance policy. This may result in a meeting with your director or coordinator.
5. You are required, as a participating apprentice, to attend 200 hours of day school training per year. Please be advised, of all 5 weeks of required training for the school year will equal 200 hours.
6. You will get accredited benefit hours for your training hours worked. If you do not attend school, you get 0 hours credited. You can get a max of 250 total hours from attending training made up of 200 hours from day training and 50 hours for night and weekend Apprentice skill enhancement training. This is vital for your health coverage and raise increases.
7. You must call the school before 7:00am if you are going to be late or absent.
8. Each training center will inform you of the school closure/ delay plan for inclement weather. Please check [www.ncatf.org](http://www.ncatf.org) if you're not sure.
9. All apprentices are required to be present, punctual & prepared for work every school day.

## ABSENTEEISM POLICY

1. If you have a conflict with your yearly training schedule, you need to **contact your training center** as soon as possible and make arrangements to reschedule your training week. This is your responsibility. This also includes jury duty. The training center will also contact your local union apprentice committee representative.
2. **YOU WILL NOT BE ABLE TO RESCHEDULE AT THE LAST MINUTE. THIS TAKES COORDINATION AND PREPARATION BY THE TRAINING CENTER STAFF.**
3. If you don't attend school, you will be reported to your local union apprentice committee representative. All absenteeism will be reported.
4. There are no excused absences, after 2 days of unexcused absences, you will be immediately placed on probation.
5. Once on probation, you will have a meeting with the training director/coordinator & local union apprentice representative. This meeting may result in your being discontinued from the apprenticeship program or your apprenticeship being extended.

6. Probation will last for one year from the initial probation date.
7. A review meeting between the apprentice, training center director/coordinator & local union apprentice representative maybe necessary.

## TRAINING ACCREDITED BENEFIT HOURS

1. Every apprentice will earn benefit hours based upon successful completion of training hours.
2. Training accredited benefit hours earned are imperative to apprenticeship advancement and wage increases.
3. You will not get benefit hours for lateness, only hours attended.

## TRAINING & WORK HOUR REVIEWS

1. Training hours are reviewed each week you attend our training center.
2. If you have insufficient training hours, you will be scheduled for a conference with the training center director/coordinator to discuss and remedy the situation. This may result in your apprenticeship being extended or discontinued.
3. Since this apprentice program requires on-the-job training, work hours are reviewed on a regular basis.
4. Your training director/coordinator or local union apprentice committee representative can contact your employer at any time and ask for a full progress report on your job performance. This information will go into your training file and can contribute to your apprenticeship being extended.
5. You are responsible for updating your employer information as needed to your local union apprentice committee representative.
6. All apprentices must be gainfully employed or actively seeking employment at their trade in order to complete the term of apprenticeship. This means having good work history including on-track hours with your current term of apprenticeship, and/or looking for work
7. You must be a member in GOODSTANDING to attend training classes and have your work card on you for verification.
8. Each apprentice is required to keep track of each and every work hour, training hours and skill enhancement hours in which they participate. **Your Pay Stubs serve as validation for work hours, please keep them.** In order to be valid, these hours must be verified by the fund office, training center staff and employers if necessary. For final hours verification, contact your Local Union apprentice committee representative for wage increase approval.

## APPRENTICE SKILL ENHANCEMENT TRAINING

1. Apprentice skill enhancement training will be offered during Monday – Thursday nights from 5-9pm and/or Saturdays from 7am- 3:30pm at your training center.
2. 200 total hours of apprentice skill enhancement training is required as specified in the CBA, for Carpenters and Floorlayers to reach journeyman wage status. Other trades follow different CBA's. Please contact your local union apprentice committee representative if you have any questions.
3. In order for an apprentice to be eligible for apprentice skill enhancement training registration, they must meet all criteria for a 2<sup>nd</sup> year apprentice level.
4. Pre-approved apprentice skill enhancement training courses will be listed at [www.ncatf.org](http://www.ncatf.org).
5. As you take the apprentice skill enhancement courses, keep a record of your training to be verified by the training center.

## GRADING SYSTEM

1. All apprentices will be graded on their performance for every class at the training center.
2. All work will be graded.
3. Apprentices will be graded in the following subject areas: math, blueprint, theory & shop
4. Any missed assignments must be made up by the apprentice before start of your next scheduled class.
5. A zero will be recorded for all work until it is made up. This is the apprentice's responsibility.
6. A minimum grade of 70% is required to pass in each subject area.
7. Grading will also be a cumulative average 100% total for the week of training. The break down for weekly training grades are math 15%, blueprint 15%, theory 15%, & shop 55%.
8. A comprehensive final exam related to all subject matter covered for that year, will be given on the last day and last week of the apprentices training.
9. The comprehensive final exam will consist of a written and practical (hands-on) exam covering all training for the past year. The breakdown for the final grades is written exam 40% and practical exam 60%, totaling 100%
10. Final exams apply only to apprentices starting training after September 1, 2019.
11. Final grades in each subject area will be averaged to meet 100%, including the final exam.

12. The breakdown in the subject areas for final grades are math 15%, blueprint 15%, theory 15%, shop 35%, & final exam 20%
13. If at the end of the year your final grade average in any subject area is below 70%, action can be taken by the training center director/coordinator and local union apprentice committee representative to support the student to meet proficiency and better prepare them for the job market.
14. The actions may include remedial training related to subject area, apprenticeship extension or have their apprenticeship discontinued.
15. Apprentices may request their grades at any time. All grades will be recorded at kept at the front office.

## TRAINING CENTER SAFETY RULES

1. Treat all areas of the training center with respect.
2. Clear safety glasses and any other relevant PPE must be worn at all times in the shop.
3. Hard hats are required in all designated shop areas.
4. If you do not have safety glasses, you will be required to purchase a pair at the training center.
5. Apprentices must have proper clothing for inclement weather.
6. Smoking, e-cigarettes, vaping, and chewing tobacco is prohibited on training center property, unless at a designated area.
7. Shop areas are to be cleaned after each use.
8. Break areas are to be cleaned after each use.
9. Notify your instructor immediately of any damage to tools.

## APPRENTICE POLICY & PROCEDURE SIGNATURE PAGE

I, \_\_\_\_\_ have read and understand the apprentice policy & procedure manual. I understand that if I violate any of these policies and procedures that it can extend my term of apprenticeship or lead to my apprenticeship being discontinued.

Apprentice Signature: \_\_\_\_\_

UBC ID # \_\_\_\_\_

Date: \_\_\_\_\_

Training Center: \_\_\_\_\_

Trade: \_\_\_\_\_

LOCAL UNION #: \_\_\_\_\_