

INDIANA LABORERS' TRAINING TRUST FUND

TRAINING RULES AND REGULATIONS – TOW PATH RANCH TRAINING SITE

The Board of Trustees welcomes you to Tow Path Ranch, with the challenge that you apply yourself during your stay here. Help the staff make your stay memorable by following our rules and regulations. Your cooperation with the staff is important to the effectiveness of instructions you will receive.

Report to classes on time. Training hours are from 7:30am to 6:00pm with one half hour for lunch. Be prompt in observing daily hours and the allotted time for breaks and lunch periods. Should you be forced to be absent from training for any reason, you must call giving the reason for your absence. Our phone number is (574) 652-4171 or 1-800-742-4086.

Dress appropriately for training in work boots (preferably safety-toe), sleeved shirt and trousers, hard hat and other safety apparel. Hard hats and necessary safety equipment will be furnished by the Training Fund.

If you are a victim of an accident during a training process, report it immediately to your instructor who will see that you receive the proper medical attention.

Take proper care of all equipment. This is a valuable part of your training and you will be held responsible for tools and equipment assigned to you. This is essential as the tools and equipment will be used by others who follow you.

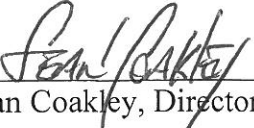
Every member of the Training Center staff, particularly the instructors, is here to help you in every way possible in acquiring information and skills. If you have questions, be sure to make them known.

For the best interest of all concerned, the following rules, if repeated will be cause for dismissal:

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| -Excessive absenteeism or tardiness | -Disregarding any safety rule or regulation |
| -Attending class improperly dressed | -Leaving the area of instruction without permission |
| -Horseplay | -Gambling of any kind |
| -No cellular phones on during class time | -If you choose to stay at the hotel and do not stay, without permission, you may be charged for the room |

To conform with established standards of behavior and conduct, the following rules must be adhered to while you are undergoing training. Violation of any of these rules will be cause for **IMMEDIATE** dismissal:

- Insubordination. (Refusal to follow instructions or abide by Training Fund rules.)
- Acts of theft or vandalism
- Intimidation, fighting or brawling
- Possession of firearms or any other weapons (Possession includes findings on your person, your assigned room or your vehicle when on Institute property.)
- Possession of or being under the influence of alcohol, marijuana or unprescribed drugs.(Possession includes findings on your person, your assigned room or your vehicle when on Institute property.)
- Defacing and/or destructing Training Center facilities, furnishings or equipment (Trainee will be held responsible for making restitution for any such damage)
- Negative comments in regards to race, creed, religion and sexual harassment will not be tolerated
- All rules and regulations apply to the off site living arrangements secured by the Indiana Laborers Training Trust Fund


Sean Coakley, Director

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