

**EXTRACTS FROM THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS EMPLOYEE
HANDBOOK**

Responsibilities of employees

1. Each employee is expected to perform to the best of his/her ability the duties to which he/she is assigned.
2. Each employee is required to attend work at the time stipulated and shall not be late for work or absent himself/herself from work without prior permission or reasonable excuse.
3. Employees are expected to protect equipment and facilities assigned or otherwise provided for their use and will be held accountable for negligence or carelessness which results in damage or loss to the Bureau's property.
4. Employees are expected to conduct themselves in a manner which does not bring the Bureau disrepute.

Recruitment

Every employee must complete the Bureau's Application form. The minimum age of recruitment is 18 years and the compulsory retirement age is 60 years. Qualifications and experience for a post shall be pre-determined and in keeping either the job content of the post.

Trade Union

At present the Public Services Association is the trade union which has the sole right to bargain with the Bureau on behalf of its members. There is however, no requirement for employees to join the union.

The Association is afforded check off facilities and any employee may request that union dues be deducted from his/her salary on a monthly basis

Training

It is the Bureau's policy to sponsor appropriate training programmes both in and out of the Bureau. On-the-job training is also provided in accordance with the approved Training policy.

Dress and grooming

Employees are expected to display good judgment in the selection of their clothing and each employee should dress in a manner which is appropriate to his/her job. Location, taking into consideration factors of cleanliness, safety and public image. In particular jeans, shorts, T-shirts and slippers are not acceptable wear.

Staff Activities

There is a Social affairs committee, which plans and organizes functions to celebrate various occasions for example, farewells, birthdays etc. Members of staff pay a monthly subscription to help fund these events.