



Time Charging and Ethics

Electric Boat has earned an excellent reputation for ethical business conduct through the efforts of its employees. As you know, our business principles are clearly stated in the Blue Book, otherwise known as our company code of conduct. Although each of us should be familiar with the contents of the Blue Book, an occasional reminder regarding a specific topic helps to reinforce our training. It is your responsibility to record your time promptly and accurately. When direct charging time, you should be sensitive to the differences between those things you do for the government and those things you do for yourself. Accurate labor time recording is essential to enable EB to submit accurate billings to the Government. With that said, you must always be mindful of the following:

- Be certain that you are charging the correct shop order at all times.
- The ATA system records your time in six-minute increments.
- The government should not be paying for time taken to do personal business.
- When leaving your work area to conduct personal business, clock out.
- Lunch periods are thirty minutes in length.
- You are responsible for charging your time correctly – do not be misled by any other employee.
- If you knowingly make false time charges, you may be guilty of a crime.
- Time-charging misconduct can result in termination of your employment.
- If you suspect or witness time-charging issues, use good judgment and immediately report the matter to your supervisor, manager, Human Resources, Security, or the Ethics Director.

EB Standard procedure SP 08-27 (Labor Time Recording – Electronic) outlines policy and procedure for consistent, complete, accurate and timely recording of salaried and hourly labor, utilizing the Automated Time and Attendance (AT&A) system.

Any employee, consultant, or contract labor personnel found to be mischarging is subject to disciplinary action up to and including termination of employment.

Each of us at EB has an obligation to always strive to do the right thing. General Dynamics will not retaliate against any person who brings to General Dynamics' attention, in good faith, an ethics or compliance issue. Individuals who raise concerns or who help General Dynamics resolve reported matters are protected against retaliation.

If you have any questions or concerns regarding mischarging, you should contact the General Dynamics Hotline which is available 24/7 at 800-433-8442 or 503-619-1815 for international calls.

Additionally, the EB Ethics Director, Pete Stefanski, (860-433-0873) and the EB local Ethics Lead (Ashley Wetherbee (860) 433-3742) are available to answer any questions related to Ethics. Questions may also be submitted through the Ethics Helpline at www.gd.ethicspoint.com where you can ask a question, express a concern or report ethical misconduct.

Remember – When in doubt, always ask.

Pete Stefanski
Senior Finance Manager and Ethics Director



ELECTRIC BOAT

Internal **CAREER FAIR**

**COME FIND NEW
OPPORTUNITIES AT EB!**



When

**DECEMBER 7TH
2PM-7PM**

Where

**MYSTIC
MARRIOTT
625 N RD, GROTON, CT 06340**

Interested in a new career path?

Join us for this excellent event to explore internal opportunities in Waterfront Engineering, Planning, Operations, Rotation Program, Supplier Quality, and more!

Connecticut Paid Leave Coming in 2022

What does this mean for your FMLA or Short Term Disability claims through Electric Boat?

Beginning 1/1/2022

- Sedgwick will automatically run FML time simultaneously with all Short-term Disability claims, when eligibility allows.
- STD pay will be reduced by the CTPL maximum benefit amount, up to 12 weeks.
- Employees will go through the state of CT to receive up to 12 weeks of pay while out of work on STD or FMLA.
- CT FMLA entitlement is reduced from the current 16 weeks to 12 weeks.

Please visit Homeport or EBenefits411.com for further information, FAQs and resources.

You can apply for CT Paid Leave starting December 1, 2021 at www.CTPaidLeave.org.



Please remember to properly wear a face covering while indoors in any spaces where you cannot properly maintain social distancing, regardless of vaccination status.





USS Hartford long sleeve tees in stock! Tons of great gift items too!



- Tons of boots!
- Carhartt & Timberland apparel
- Custom Order Jackets, Rainwear, Boots, etc.

Hours of Operation

Bldg 88: 8am to 4pm

Bldg 104: 8am to 4pm

New London: 7am to 2pm (M-W)

7am to 1:30pm (Th)

This tool has caused significant injuries while using with a Cubitron Fibre Disc. Not securing small work items and not holding the tool with two hands are just two ways this tool has been used improperly leading to safety issues resulting in injury and stiches.

- Tools must be properly maintained and in good working condition.
- Employees should make sure they are using a good disk and backing plate.
- All Safety Devices must be in place and in working condition.
 - Tools must not be altered from the Tool Room set-up –
 - Removing the guard or disabling the trigger lock is not acceptable at any time.
- This tool must be held with two hands at all times, at no time attempt to operate this tool with only one hand.
- Use a vise or similar holding device to stabilize smaller items and maintain two hands on the tools.
- Please do your part to maintain all tooling in the safe and proper working condition at all times.

RESPECT THE TOOL AT ALL TIMES. IT IS A POWERFUL TOOL THAT CAN MAKE THE JOB EASIER AND BETTER BUT WE MUST RESPECT ITS POWER AND UNDERSTAND THE RISKS OF NOT USING IT CORRECTLY.



NOV 2021

SAFETY MESSAGE OF THE WEEK

Never modify any tools issued to you - this can often result in injury!

**Please submit vaccination cards to
ProofOfCovidVaccination@gdeb.com**

DIRECTORY

When calling from an outside line, remember to dial 433 and the last four digits of the numbers below.

EMERGENCY	3-3333
Ambulance.....	3-3344
Fire Department.....	3-3617
EEO Officer.....	3-4167
Benefits.....	3-4201
Employment.....	3-7386
Environmental.....	3-2791
Ethics Hotline.....	1-800-433-8442
Payroll.....	3-3702
Safety.....	3-2811
Security.....	3-5530
Van Tran.....	3-7603
Timekeeping.....	3-6604
Training.....	3-0591
Yard Hospital.....	3-3470
Rad Con.....	3-5019

The Groton WIB is produced by EB Communications.
To submit ideas, contact rmarques@gdeb.com

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EB Landing:
www.EBLanding.com

No Current Traffic/Parking Announcements