

Appendix: NORTHWEST SHEET METAL LABOR MANAGEMENT COOPERATION TRUST APPEALS COMMITTEE PROCEDURES (Adopted by the Trustees on 10-24-06)

The Northwest Sheet Metal Labor Management Cooperation Trust ("SNAP Trust") through its Trustees and in accordance with Article IV, Section 1 of the Trust Agreement and Declaration of Trust established an Appeals Committee. The Appeals Committee shall hear all complaints about operation of the SNAP Trust's programs, where the complaint raises an issue about the application of an established SNAP Trust program or procedure.

Any complaint raised by a participating employee or employer that only seeks clarification of an existing procedure shall be handled informally by the Appeals Committee acting through a conference call of its members.

Where a participating employee within 60 days of being apprised or learning of an action by the Trustees or their agent that he is dissatisfied with or otherwise adversely affected by requests a hearing in writing as provided for in Article VIII of the Trust Agreement and Declaration of Trust, the following procedures shall be followed:

1. The Appeals Committee or its agent shall notify the employee in writing of the hearing date and location and provide him with copies of these procedures and the Trust Agreement and Declaration of Trust.
2. As set forth in the Trust Agreement and Declaration of Trust the participating employee shall be entitled to present his position and evidence in support thereof at the hearing. The participating employee may be represented at such hearing by an attorney or by any other representative of his choosing.
3. The Appeals Committee shall obtain all information it deems relevant to matters at issue from the SNAP Trust or its program administrator, Sheet Metal Workers, Local 66, any participating employer or any other source. All such evidence shall be available at the hearing.
4. Following the hearing, the Appeals Committee will provide a written recommended decision (unless deadlocked), affirming, modifying or setting aside the action complained of, or where appropriate, a proposed resolution, to the Board of Trustees for their consideration at their next meeting. If the Appeals Committee is deadlocked, they shall report that fact to the Board of Trustees in writing. The complaining participating employee shall be provided a copy of the recommended decision or report of deadlock before the Board of Trustees meeting. If the complaining

participating employee was not present at the hearing, he shall also be provided with copies of all evidence considered by the Appeals Committee.

5. The Board of Trustees shall issue a written decision to the complaining participating employee following their consideration of the Appeals Committee's recommended decision or report of deadlock, along with a notice of the employee's right of appeal under Article VIII of the Trust Agreement and Declaration of Trust.