Mentor Electrical JATC

ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY AND PROCEDURE

I. PURPOSE

The purpose of this Anti-Discrimination & Anti-Harassment Policy (hereinafter "Policy") established by the Mentor Electrical JATC (hereinafter "Apprenticeship Committee") is to provide a comfortable classroom environment and to set forth certain procedures and guidelines to achieve a harassment-free classroom.

This Policy is to provide guidelines for all concerned regarding promoting and keeping a harassment free classroom environment, and to provide practical procedures for its administration.

NOW, THEREFORE, in consideration of these premises, and based upon the authority granted to it, the Apprenticeship Committee does hereby promulgate these Rules and Regulations regarding the establishment of a policy against discrimination and sexual harassment which shall state as follows:

II. DEFINITIONS:

1. "Applicant" means an individual who has applied to the Apprenticeship Program.
2. "Apprentice(s)" means pre-apprentice and/or an apprentice who is indentured to the Apprenticeship Program.
3. "Apprenticeship Committee" or "Committee" means the Mentor Electrical JATC.
4. "Apprenticeship Program" or "Apprenticeship" means the Joint Apprenticeship and Trust Committee and/or its successor.
5. "Designated Apprenticeship Representative," (or "DAR") means one or more individuals and/or entities designated by the Apprenticeship Committee to perform certain functions in accordance with this Policy.
6. "Employee" means any person who is employed by the Joint Apprenticeship and Trust Committee and/or its successor.

III. POLICY GUIDELINES

1. Harassment Prohibited. The Apprenticeship Committee will not condone nor allow any act or conduct which would be contrary to the Civil Rights Act of 1964, as amended, or any State or Federal laws or regulations providing for Equal Employment Opportunity and prohibiting discrimination because of race, color, national origin, religion, sex (including pregnancy and gender

identity), sexual orientation, age (40 or older), genetic information, or disability.

1. Racial and Religious Harassment - The Apprenticeship Committee, as part of its policy of non-discrimination in employment, maintains there shall be no discrimination in employment based on race, color, national origin, or religion. Racial or religious harassment is interpreted to include harassment, coercion, intimidation, improper gestures, lewd language, joke telling, name calling and other unwelcome or offensive verbal or physical conduct, based on an individual 's race or religion, with the purpose or effect of interfering with an individual's training or work performance, or creating an intimidating, hostile or offensive environment. This harassment can be intentionally targeted at a particular individual but can simultaneously hmm other Apprentices/co-workers.
2. Sexual Harassment - Further, there shall be no discrimination of any type against any Apprentice including discrimination based on the Apprentice's sex (including pregnancy and gender

identity) or sexual orientation. Sexual discrimination is interpreted to include harassment, coercion, intimidation, improper gestures, lewd language, joke telling, name calling and other unwelcome or offensive verbal or physical conduct with sexual overtures of any kind, that have the purpose or effect of interfering with an individual' s training or work performance, or creating an intimidating, hostile or offensive environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual Harassment will also be found where submission to such conduct is made either explicitly or implicitly a term or condition of new or continued membership or employment.

1. Age. Genetic Information, and Disability Harassment - Further, there shall be no discrimination of any type against any Apprentice including discrimination based on the Apprentice's age (40 or older), genetic information, or disability. Age, genetic information, and disability discrimination is interpreted to include harassment, coercion, intimidation, improper gestures, lewd language, joke telling, name calling and other unwelcome behavior, based on an individual's advanced age of 40 or older, genetic information, or disability, with the purpose of or effect of interfering with an individual's training or work performance, or creating an intimidating, hostile or offensive environment.
2. Reporting Procedures - The Apprenticeship Committee will not tolerate any sex based, gender identity-based, or any type of discrimination or Sexual Harassment. Apprentices

having concerns regarding sex-based, gender identity-based, or any other type of discrimination or Sexual Harassment must immediately notify the Committee' s Training Director, DAR, Instructor and/or a Committee member. It is expected the Training Director will be notified and conduct the investigation unless the charge is against the Training Director, then the DAR and/or Committee member(s) will conduct the investigation. Unless the complaining party makes a written request not to inform the Committee, all matters regarding this issue will be investigated immediately by the Committee, and a written report of the investigation will be prepared. The Committee shall not tolerate any retaliation against any Apprentice who files a complaint or seeks assistance pertaining to sex-based or any other type of discrimination.

Upon notification of an incident of sex-based, gender identity-based, or any other type of discrimination or Sexual Harassment the Training Director, Instructor and/or Committee member shall inform the full Committee of the Apprentice's allegations at the next Committee meeting of the Apprenticeship Committee. If such notification is not made to the full Committee of the alleged incident at the next Committee meeting, the person failing to inform the Committee as set forth herein is subject to personal liability for the discrimination not reported.

An Apprentice who wishes to have a discrimination matter investigated should call phone number (440) 255-3028 and ask to speak to the Mentor Electrical JATC Training Director or contact a Committee member directly. To obtain a list of Committee members to contact one of them pertaining to this Policy call the phone number listed above.