

## **AKRON AREA ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

### **SEXUAL HARASSMENT AND WORKPLACE HARASSMENT POLICY**

The Akron Area Electrical Joint Apprenticeship and Training Committee (the "Committee") is committed to providing equal employment opportunities and a work and learning environment free of sexual harassment and any other workplace harassment. This applies to employees, apprentices, and applicants.

The Committee maintains a strict policy against both sexual harassment and any other workplace harassment because of a person's sex (including pregnancy and gender identity), race, color, religion, national origin, ancestry, sexual orientation, genetic information, age, disability or any other protected class, or because a person has exercised their rights under equal employment opportunity laws.

#### **What is Sexual Harassment?**

The Committee does not tolerate sexual harassment of any type. Sexual harassment is unlawful and exposes our apprenticeship program and any individuals involved in such conduct to significant legal liability. The Committee expects its employees and apprentices to treat each other, co-workers, members of the public, vendors, and contractors with respect and dignity. Sexual harassment not only hurts the victim, but it also erodes union solidarity. The Committee is therefore committed to the vigorous enforcement of this Policy against sexual harassment and other forms of workplace harassment.

In general, sexual harassment can include:

- unwelcome sexual advances and requests for sexual favors;
- creating an intimidating, hostile or offensive working environment through sexually related conduct or comments;
- making sexual conduct of any kind of condition of employment or apprenticeship, making rejection of sexual conduct a basis for an employment decision or threatening to do so;
- any conduct or comments tending to create an intimidating, hostile or offensive working environment relating to an individual or a group's sex or gender;
- intentional physical conduct that is sexual in nature, such as touching, pinching, or patting;
- non-physical conduct, such as staring in a suggestive manner;
- sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality, sexual experience, or appearance; and
- displaying pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

All forms of such harassment are strictly prohibited. Employees, supervisors, apprentices and applicants engaging in prohibited workplace sexual harassment of any type, or any supervisor failing to take appropriate action upon becoming aware of such sexual harassment, will be subjected to disciplinary action, up to and including termination.

### **Getting Help for Sexual Harassment or Workplace Discrimination**

Apprentices may encounter sexual harassment or other workplace harassment on the job or during JATC training. Any employee or apprentice who believes that he or she has been a victim of prohibited sexual harassment or workplace harassment is encouraged to confront the offending individual and ask them to discontinue the offensive conduct at once.

If this does not resolve the problem to the employee or apprentice's satisfaction, or if the employee or apprentice does not feel comfortable confronting the offending party for any reason, the Committee has developed the following procedures to resolve sexual harassment or workplace harassment concerns. Any individual accused of harassment should not play any role in administering or making decisions under this Policy.

The options available for seeking help depend upon where the harassment occurs.

#### **A. Harassment on the Job:**

The employer is legally responsible for providing a workplace free of sexual and other harassment. An apprentice who encounters sexual or other harassment on the job, in addition to informing the employer and the job steward, must inform the Training Director or the Chairperson of the Committee. If an apprentice is not able to or not comfortable with making complaints to these individuals, the apprentice can make a complaint to any member of the Committee. The JATC will ensure that the employer takes appropriate action to address the apprentice's sexual or other harassment claims.

#### **B. Harassment at the JATC:**

If an apprentice encounters sexual and other harassment during JATC training. Complaints of sexual and other harassment at JATC facilities must be made to the Training Director or Chairperson of the Committee. If an apprentice is not able to or not comfortable with making complaints to these individuals, the apprentice can make a complaint to any member of the Committee.

In either case, the following procedure applies:

1. The apprentice or employee must promptly report the problem. This report must be made to the Training Director or the Chairperson of the Committee. If an apprentice is not able to or not comfortable with making the report to these individuals, the apprentice can make a complaint to any member of the Committee. The report should be made as soon as possible, ideally no later than three (3) calendar days after the offending conduct.
2. After reporting the conduct, the apprentice or employee must place the complaint in writing and provide it to the Training Director or the Chairperson of the Committee. Such written complaint should be submitted no later than three (3) calendar days after the alleged harassment was initially reported. At a minimum, the written complaint must include the name of the individual involved in the incident giving rise to the complaint; a detailed description of the incident giving rise to the complaint, including specific conduct or comments complained of; the date and approximate time of the conduct or comments complained of; the names of any witnesses; and the action which the apprentice or employee would like the Committee to take to correct the problem, understanding that while the Committee may take the apprentice or employee's suggestions into account, the Committee cannot guarantee it will take the action suggested.
3. With the written complaint, the apprentice or employee will provide the Committee any documents or things relating to or supporting the complaint. Upon receipt of the written complaint, the Committee will conduct an investigation. It will be necessary that the apprentice or employee cooperate in such investigation by responding to any further questions and providing any additional information which the Committee considers relevant.
4. Upon completion of its investigation, the Committee will decide on the disposition of the complaint, including any proposed corrective action.
5. Full and prompt cooperation by the apprentice or employee is essential to this Policy. Failure of the apprentice or employee to cooperate at any stage will be considered a rejection of the Committee's efforts, and the Committee may terminate its investigation and/or take any other action deemed appropriate.

## Contact Information for Reporting Complaint

Should an apprentice or employee wish to report a complaint of sexual or workplace harassment, the report must be made to the Training Director or the Chairperson of the Committee. If an apprentice is not able to or not comfortable with making the report to these individuals, the apprentice can make a complaint to any member of the Committee. The contact information for these individuals is as follows:

### Training Director:

Martin Helms  
Akron Area Electrical JATC  
2650 South Main St. Suite 100  
Akron, Ohio 44319  
Phone: (330)644-4286  
E-Mail: [martinh@akronejatc.org](mailto:martinh@akronejatc.org)

### Chairperson of the Committee:

Adam Wright  
Akron Area Electrical JATC  
2650 South Main St. Suite 100  
Akron, Ohio 44319  
Phone: (330)612-5909  
E-Mail : [awright@thompstonelectric.com](mailto:awright@thompstonelectric.com)

### Committee Members:

Jason Walden  
4016 Massillon Rd.  
Uniontown, Ohio 44685  
Phone: (513)616-0667  
E-Mail: [jwalden@nconeca.org](mailto:jwalden@nconeca.org)

James Kubitza  
2650 South Main St. Suite 100  
Akron, Ohio 44319  
Phone: (330)814-3176  
Email: [jkubitza@hilscher-clarke.com](mailto:jkubitza@hilscher-clarke.com)

Mark Trudics  
955 Evans Ave.  
Akron, Ohio 44305  
Phone: (330)630-8900  
E-Mail: [mtrudics@novatny.com](mailto:mtrudics@novatny.com)

Michael Might  
2650 South Main St. Suite 200  
Akron, Ohio 44319  
Phone: (330)800-6347  
E-Mail: [mikem@ibew306.org](mailto:mikem@ibew306.org)

Christeen Speelman-Parsons  
358 Commerce St.  
Tallmadge, Ohio 44278  
Phone: (330)633-1410  
E-Mail: [christeenp@speelmanelectric.com](mailto:christeenp@speelmanelectric.com)

The Committee views sexual harassment and workplace harassment as a very serious matter which can lead to severe disciplinary action, up to and including termination. Likewise, providing false information under this Policy, interfering or failing to cooperate with the Committee's investigation, or retaliating against anyone involved, is a serious matter which can lead to severe disciplinary action, up to and including termination. This Policy is designed to give apprentices and employees guidance as to the Committee's usual practices, and such practices may be changed or deviated from at any time at the Committee's discretion.

**IN WITNESS WHEREOF**, the foregoing Policy has been adopted by the Board of Trustees for the Akron Area Electrical Joint Apprenticeship and Training Committee this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Witnessed By:

**UNION TRUSTEES**

**EMPLOYER TRUSTEES**

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**RECEIPT AND ACKNOWLEDGMENT OF SEXUAL HARASSMENT  
AND WORKPLACE HARASSMENT POLICY**

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Akron Area Electrical Joint Apprenticeship and Training Committee's Sexual Harassment and Workplace Harassment Policy.

- I have received and read a copy of the Sexual Harassment and Workplace Harassment Policy ("Policy"). It is my responsibility to know and to understand the procedures contained in that Policy. I understand that the procedures and rules described in it are subject to change at the sole discretion of the Committee at any time.
- I further understand that as an apprentice or employee my apprenticeship or employment can be terminated for violation of this Policy.
- My signature below indicates that I have read and understood the above statements, and that I have received a copy of the Policy. This Policy replaces any previous policies.

Signed and Acknowledge by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date