

## **Nondiscrimination/Anti-Harassment Policy and Complaint Procedure**

NWCOC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, NWCOC expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

NWCOC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. NWCOC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with their supervisor or the Director of Human Resources.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of NWCOC prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

NWCOC is the educational facility for several Joint Apprenticeship Training Committees (JATC). The policies and procedures which follow are jointly observed and enforced.

### **Retaliation**

NWCOC and the JATCs encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of NWCOC to promptly and thoroughly investigate such reports.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

### **Sexual harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection

of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### **Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all employees, instructors, administrative staff, board members, JATCs, Training Agents, students and apprentices, whether related to conduct engaged in by fellow employee, apprentice or by someone not directly connected to NWCOC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, JATC meetings, and business-related social events.

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

NWCOC encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, or the Director of Human Resources. See the complaint procedure described below.

In addition, NWCOC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be

discontinued. Often this action alone will resolve the problem. NWCOC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

### **Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or the NWCOC Director of Human Resources. Apprentices in this situation should report directly to their Training Agent and the NWCOC Director of Student Services and Apprenticeship Administration.

NWCOC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. While the initial complaint may be made verbally, a written statement of complaint will be required. Complaints should include the details of the incident(s), the names of the individuals involved and the names of any witnesses.

#### **NWCOC Contact Information:**

Laurie Emery, Director of Human Resources & Operations, [laurie@nwcoc.com](mailto:laurie@nwcoc.com), 503-256-7300 ext. 243  
Katrina Cloud, Director of Student Services & Apprenticeship, [katrinac@nwcoc.com](mailto:katrinac@nwcoc.com), 503-256-7300 ext. 222

NWCOC will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

If the incident involves an apprentice on a job site, The Training Agent is the employer and is responsible to conduct an internal investigation of the allegations. The Training Agent should administratively separate the employees while the investigation is being completed. The apprentice will report to Katrina Cloud, NWCOC Director of Student Services & Apprenticeship if the Training Agent places the apprentice who filed the complaint on a job site with the individual(s) subject to the investigation.

When an incident is reported on a job site, the JATC has an ethical responsibility to ensure the safety of the apprentices. As such, the JATC will withhold dispatching another apprentice to the same location or with the same individuals subject to the investigation until the incident is resolved. The JATC will withhold dispatch until they are informed that the investigation is complete and resolved.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as NWCOC believes appropriate under the circumstances.

Individuals should keep in mind that allegations of harassment and discrimination are potentially very serious to the person charged; while such allegations should be made whenever warranted, they should be made with accuracy and veracity.

NWCOC will take immediate corrective action when an employee is determined to have acted in violation of this policy. Corrective action may include a range of disciplinary measures up to and including termination of employment.

**My signature indicates I have received a copy of this Nondiscrimination/Anti-Harassment Policy and Complaint Procedure.**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Select Program:**

Laborer     Heavy Equipment Operator     Concrete Finisher     Brick Mason

Oregon-Columbia Carpenter     Lane/Douglas County Carpenter     Central Oregon Sign Hanger