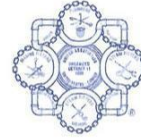




## PLUMBERS AND STEAMFITTERS Local 290 Training Center

20220 S.W. Teton Ave., Tualatin, OR 97062-8810  
503-691-1997 • 1-866-299-6290 • Fax 503-691-0908



### Local 290 Apprenticeship Unlawful Discrimination and Anti-Harassment Policy

#### Policy Statement:

The OR SW-WA NW-CA Plumbers and Steamfitters JATC is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, OR SW-WA NW-CA Plumbers and Steamfitters JATC expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

The OR SW-WA NW-CA Plumbers and Steamfitters JATC has developed this policy to ensure that all its employees, apprentices, and training agents can work in an environment free from unlawful harassment, discrimination, and retaliation. The OR SW-WA NW-CA Plumbers and Steamfitters JATC 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.

#### Objective

Any employee, apprentice, or training agent who has questions or concerns about these policies should talk with the OR SW-WA NW-CA Plumbers and Steamfitters JATC or the human resources department at the training agent to which they are employed.

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 the OR SW-WA NW-CA Plumbers and Steamfitters JATC 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.

#### Policy Statements

Equal employment opportunity



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The OR SW-WA NW-CA Plumbers and Steamfitters JATC shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years old or older. The OR SW-WA NW-CA Plumbers and Steamfitters JATC shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under this Plan and Title 29 CFR, part 30.

### Retaliation

The OR SW-WA NW-CA Plumbers and Steamfitters JATC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the OR SW-WA NW-CA Plumbers and Steamfitters JATC to promptly and thoroughly investigate such reports. The OR SW-WA NW-CA Plumbers and Steamfitters JATC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### 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



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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 or classroom environment, b) has the purpose or effect of unreasonably interfering with an individual's work or class performance, or c) otherwise adversely affects an individual's employment or educational 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 worksite or classroom, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants, employees, apprentices, and training agents, whether related to conduct engaged in by fellow employees, apprentices, and training agents, or by someone not directly connected to the OR SW-WA NW-CA Plumbers and Steamfitters JATC (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the worksite or classroom and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

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

The OR SW-WA NW-CA Plumbers and Steamfitters JATC 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, the OR SW-WA NW-CA Plumbers and Steamfitters JATC, the human resources department at the training agent to which they are employed, or any ombudsman.

In addition, the OR SW-WA NW-CA Plumbers and Steamfitters JATC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The OR SW-WA NW-CA Plumbers and Steamfitters JATC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.



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### How to file a complaint with the JATC

An individual may file a complaint with the JATC by contacting the Director of Training in person or by phone, email, or by submitting the complaint form located on the 290tech.edu website. All complaints received will be reported on the complaint form. The complaint form may be filled out by the complainant or by the person receiving the complaint. After the complaint is submitted, a copy of the completed form will be sent to the complainant via DocuSign to complete the submission and initiate the investigation. A copy of the signed complaint will be provided to the complainant.

### Your Right to Equal Opportunity Statement

It is against the law for a Sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (18 years or older), genetic information, or disability. The Sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the EEOC Regional Office, the Oregon Bureau of Labor and Industries, Washington State Department of Labor and Industries, or the California Civil Rights Department;

EEOC Regional Office  
450 Golden Gate Avenue 5 West  
P.O. Box 36025  
San Francisco, CA 94102-3661  
(800) 669-4000

Oregon Bureau of Labor & Industries  
800 NE Oregon St., Suite 1045  
Portland, OR 97232  
help@boli.state.or.us  
(971) 673-0761

Washington State Department of Labor and Industries  
Civil Rights Program  
PO Box 44001  
Olympia WA 98504-4001



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(855) 682-0778

California Civil Rights Department  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
(800) 884-1684

(From MA 1071 Policies and Procedures, following policy adopted by JATC July 2022)