

ANTI-HARASSMENT/BULLYING POLICY  
of the  
WESTERN PENNSYLVANIA OPERATING ENGINEERS  
JOINT APPRENTICESHIP AND TRAINING FUND

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Pledge

The Western Pennsylvania Operating Engineers Joint Apprenticeship & Training Program ("the Program") will not discriminate against apprenticeship applicants, apprentices or journeymen 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 40 years old or older. The Program will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30. Please see our notice at [www.wpaoperators.org/EEO](http://www.wpaoperators.org/EEO).

Policy Statement

It is the policy of the Apprentice Fund to maintain a workplace that is free from harassment. "Harassment" is defined as any intimidation, bullying, coercion, and harassment based upon 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 40 years old or older, or any other reason whatsoever. This policy shall apply to all employees and trainees of the Apprentice Fund and to journeymen participating in training provided by the Apprentice Fund. Incidents of harassment by employees, managers, trainees, journeymen, any contractors on site or vendors will not be tolerated and must be promptly reported as outlined in this policy.

Procedure

Apprentice Fund employees, trainees and journeymen are expected to conduct themselves in a business-like manner at all times. Any behavior that is harassment is inappropriate and prohibited. Any verbal, physical or visual conduct that belittles or demeans an individual is prohibited.

Incidents of harassment may be subjective in nature. To assist employees, trainees, managers and journeymen in understanding what sexual harassment is, the Apprentice Fund is including the federal government's definition in this policy:

Sexual Harassment is: Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on gender when: 1) submission to the conduct is an explicit or implicit or condition of employment; 2) submission to or rejection of the conduct is used as the basis for an employment decision; or 3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working environment.

Sexual harassment can include any of the following kinds of behavior:

- Explicit sexual propositions;
- Sexual innuendo;
- Sexually-oriented teasing or kidding;
- Sexually-oriented jokes;
- Obscene gestures or language;
- Obscene or sexually-suggestive pictures or drawings; and
- Physical contact, such as patting, pinching or touching.

Supervisors and managers are responsible for maintaining a workplace that is free of harassment, but all employees, trainees and journeyworkers are responsible for helping to assure that harassment does not occur by conducting themselves in an appropriate manner and by reporting harassment they observe. If an individual has a complaint or allegation of harassment, he or she must immediately report the incident to the Site Supervisor or Administrator.

The complaint will be investigated promptly, and the matter will be kept as confidential as possible. The Apprentice Fund absolutely forbids retaliation of any kind against anyone who complains about alleged harassment and will take disciplinary action against anyone who attempts to retaliate.

If, after a thorough investigation of the matter, the Apprentice Fund determines that harassment has occurred, appropriate disciplinary action will be taken. Discipline may include counseling, written warning, transfer, demotion, discharge or any other action deemed appropriate. In the event the complaining employee, trainee, journeyworker or the alleged offending party are not satisfied with the results of the action taken or of the investigation, he or she may request a review of the matter by the Board of Trustees of the Apprentice Fund.

## Reporting of Complaint

All complaints of harassment should be reported immediately and within twenty-four (24) hours of the incident, if possible. Failure to timely report or complain of harassment make it substantially more difficult to investigate and remedy.

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Trustees of Western Pennsylvania Operating  
Engineers Joint Apprenticeship and Training Fund