

SEXUAL HARASSMENT POLICY

POLICY AND PROCEDURE REGARDING SEXUAL HARASSMENT

POLICY STATEMENT

The MARCC JATC WV District Inc. (hereinafter known as “WV CTC”) is committed to providing staff, members and apprentices with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, of WV CTC staff, members or apprentices is expressly prohibited and will not be tolerated.

Violators of this policy are subject to disciplinary action which may include discipline up to and including discharge of an employee or expulsion of an apprentice from the program and/or other disciplinary action by an Employer. Further, sexual harassment that constitutes sexual battery or other criminal law violations will be referred to the appropriate authorities or prosecution.

PROHIBITED CONDUCT

Sexual harassment may occur not only between staff/apprentice and apprentice/apprentice of a different sex, but also between apprentice/apprentice, staff/staff, apprentice/staff and people of the same sex. Either sex may be the recipient of the misconduct. Listed below is a non-exclusive and non-exhaustive list of examples of verbal and physical conduct which may constitute sexual harassment:

- Subtle or overt pressure for sexual favors, accompanied by implied or overt threats concerning one’s job, grades, letters of recommendation, or physical well being;
- Insults, humor, jokes and/or anecdotes that belittle or demean an individual’s or a group’s sexuality or sex;
- Unwelcome sexual comments or inquiries about an individual’s or a group’s sexuality or sex;
- Inappropriate displays of sexually suggestive objects or pictures, which may include, but not be limited to, posters, pin-ups, and calendars;
- Unauthorized entering of restrooms and other locations reserved for the exclusive use of the opposite sex;
- Unnecessary and unwelcome touching such as patting, pinching, hugging, or repeated brushing against and individual’s body; and,
- Sexual assault.

COMPLAINT PROCEDURES

1. Any applicant, participant or employee of the JATC who has been subjected to sexual harassment, may file a discrimination complaint with the JATC or the U.S. Department of Labor/Bureau of Apprenticeship and Training.
2. A complaint may be filed with the JATC office without first discussing the issues with any other WV CTC official. However, it is encouraged that individuals first attempt to resolve the complaint by bringing the issue to their next level beyond the individual in question.
3. A complaint should be filed within thirty (30) days following the alleged discriminatory act, or the date on which the Complainant knew or reasonably should have known of said act.
 - The complaint must be filed with the JATC office.

WV Carpenter Training Center
110 Boyles Lane
Parkersburg, WV 26104
(304) 428-1891 telephone
(304) 428-8081 facsimile

The complaint will be processed in accordance with the grievance procedures established in Article _____, Section _____ of the Standards of the Apprenticeship Agreement.