

## Access Bio Oregon JATC – MA 1156

### Committee Policies & Procedures

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#### **Policy 1: Committee Operation**

**Policy statement:** The committee will operate under Oregon Revised Statutes (ORS) Chapter 660, Oregon Administrative Rules (OAR) Chapter 839-011, and the approved program standards.

**Adopted:** October 12, 2023

**Revised:** June 13, 2024

#### **Procedures:**

- 1.1 Membership:** The committee consists of equal representation of employer and employee representatives.
- a. **Employer representatives** are appointed by current employer members and represent a training agent.
  - b. **Employee representatives** are appointed by current employee members and must be or have been a practitioner of the trade and not in a supervisor/managerial position and represent the interest of apprentices and employee members.
  - c. **All committee member nominations** must be submitted during a committee meeting or in writing prior to the committee meeting to be eligible for action.
  - d. **Committee officers:** The positions of committee chair and secretary are filled by opposite representation (employer and employee) and are elected by current committee members; the term of office is one year. When a vacancy occurs, the respective employer or employee members elect a replacement for the remainder of their term.
- 1.2 Meetings:** Committee meetings are held quarterly and conducted under standard meeting procedure. Additional meetings will be scheduled as needed.
- a. **Calling a meeting:** The Chair, Secretary, or 50% of the members may call a meeting.
  - b. **Agenda:** Items must be submitted to the Program Administrator at least one week prior to the meeting.
  - c. **Physical meetings:**
  - d. Physical meetings: Electronic meetings or video conferencing meets the physical/in-person requirement. The committee will meet via Microsoft Teams or Zoom or an alternative online platform. At least 2 of the meetings each year must be attended by a quorum of committee members to evaluate apprentices and conduct other committee business.
  - e. **Quorum:** A quorum requires at least 2 members representing the employers and 2 members representing the employees.
  - f. **Electronic meetings:** The committee may vote to take all other actions by e-mail when time did not allow for the vote during a regular meeting according to the following procedures:
    - 1. Every committee member must respond to the call for a vote, in writing (by email).

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2. The due date for responding to the vote by email must be clearly determined.
3. The vote must be unanimous when the vote is done by email.
4. The committee will affirm the email vote at the next meeting, so it is recorded in the minutes.

#### **1.3 Administration and recordkeeping**

- a. **Program administrator:** See attached Program Information & Training Costs ([Appendix C](#)) for contact information.
- b. **Responsibilities:** The committee is responsible for the operation of this program, including the formulation of these policies and procedures, furnishing copies to each apprentice and training agent, and making any changes or revisions needed to improve the program. The committee will enforce the regulations, rules, and policies in a uniform and progressive manner.
- c. **Apprenticeship standards:** The committee has developed apprenticeship standards that have been approved by Oregon State Apprenticeship & Training Council and must administer the program in accordance with these standards and Council requirements. The standards outline the minimum requirements for apprentices along with probationary period, ratio, wage schedule, and on-the-job (OJT) and related training requirements. A copy of the standards has been attached to these policies and procedures and all program participants should become familiar with this information.
- d. **Recordkeeping:** All apprentice and committee records will be maintained at a central location by the Program Administrator according to the specific procedures outlined in the policies and procedures that follow.

#### **1.4 Funding and program costs:** The Oregon Bioscience Association (the sponsor and administrator) and approved training agents (the employers) are responsible for the administrative costs and expenses associated with the operation of the program. The committee, its sponsors, and training agents will not charge or cause charges to be levied against apprentices for the purpose of financially supporting the administrative, clerical, or organizational costs of operating the program.

a.

- a. **Funding source:** The program is currently funded by The Oregon Bioscience Association through a HECC Future Ready Oregon Grant.
- b. **Direct costs to Training Agents:** The apprentices' wages and benefits will be funded directly by the training agent or co-employer.
- c. **Direct costs to apprentices:** All training expenses will be covered through training agent and/or sponsor.

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#### **Policy 2: Training Agents**

**Policy statement:** The committee will recognize an employer as an approved training agent when (and as long as) it demonstrates that it meets all qualifications established by the committee.

**Adopted:** October 12, 2023

**Revised:** June 13, 2024

#### **Procedures:**

##### **2.1 Qualification and approval**

- a. Application process:** Any employer wishing to train apprentices must obtain committee approval as a training agent and should contact the Program Administrator for information and application materials (see Appendix C: must be created by Sponsor)
- b. Minimum requirements**
  - 3. Adequate number of competent and knowledgeable personnel (SME: subject matter experts) to ensure supervision within ratio specified in the standards (see Appendix D)
  - 4. Adequate training facilities for all work processes in the standards (Appendix F), including tools and materials
- c. Required documentation (best practice)**
  - 1. Training agent application
  - 2. Signed receipt of committee policies and procedures and standards and MOU with Oregon Bio.

##### **2.2 Responsibilities:** Training agents must comply with all Council and committee requirements outlined in ORS 660, OAR 839-011, Council policies, and the standard to which the Training Agent is registered.

- a. Supervision** – Apprentices must be supervised by competent and knowledgeable personnel (SME: subject matter expert). The committee will take the following actions to ensure proper supervision of apprentices.
  - 1. To become a training agent, the employer must have sufficient journey level workers with appropriate licenses to supervise an apprentice.
  - 2. Signed Quarterly Progress Records (QPRs) will be required to track apprentices' progress toward meeting competencies.

##### **2.3 Training plan** – The committee will train participating employers on their duties and responsibilities in accordance with the following procedures:

- a. New training agents** – Employers will receive a copy of the apprenticeship standards, committee policies and procedures, and applicable forms at the time of

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application, and will be required to acknowledge receipt and understanding of this information prior to approval of training agent status.

1. Prior to obtaining approval, prospective training agents must meet with the Program Administrator and/or attend a committee meeting in order to ask/answer any questions regarding committee expectations.

**2.4 Disciplinary action** – The committee will review all alleged violations against its training agents. If the investigation shows that the program standards and/or committee policies and procedures have been violated, the training agent in question will be notified to appear at the next committee meeting to discuss its continued status as a training agent. Training agents who fail to adhere to program requirements will have their training agent status revoked.

**2.5** All training agents are required to participate in Anti-Harassment Training. All individuals who regularly work with apprentices are required to participate in Anti-Harassment and encouraged to attend company readiness training provided by Oregon Bio, i.e., inclusion and diversity meet ups, on-the-job trainer/mentor inclusion training.

### **Policy 3: Apprentices – General Information**

**Policy Statement:** While the committee is responsible under Oregon State law and administrative rule for the apprenticeship program, a part of this responsibility is shared by apprentices, who are expected to cooperate with the committee during the development of their career.

#### **Procedures:**

**3.1 Registration** – Apprentices are registered to the committee, not to the training agent.

**a. Effective date** –

: Registration is effective up to 45 days prior to the date the completed and signed apprenticeship agreement is received by the Oregon Apprenticeship and Training Division (ATD) with meeting minutes registering the apprentice.

**b. Apprentice card** – Once registered by the committee, ATD will issue an apprentice card upon completion of registration; this should be carried on the job at all times. Cards will be reissued approximately every six months. (see [Policy 11](#) for apprentice license requirements)

**3.2 General expectations**

**a. Conduct and attire** – Apprentices must:

1. Conduct themselves in a neat and professional manner at all times
2. Wear proper attire on the job and in class

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3. Keep the committee informed of current address and telephone number, and submit all requested information to the committee in a timely manner
4. Comply with these policies, the standard to which they are registered, and applicable Oregon rules and statutes.

**3.3 Withdrawal** – Apprentices may withdraw from the program at any time by submitting a written request to the committee. The apprenticeship agreement will be canceled and the apprentice will receive a letter from ATD listing the number of OJT hours recognized by the committee at the time of withdrawal.

**3.4 Suspension** – Apprentices who are unable to fulfill the responsibilities of the apprenticeship program can request suspension (leave of absence) by submitting a written request to the committee along with supporting documentation when appropriate (doctor's statement, military orders, etc.). Committee approval is contingent upon training agent approval and approved requests will include an expiration date.

**a. Extension** – The apprentice must contact the Program Administrator prior to the expiration of their suspension to provide information on their return. If additional time is needed, a written extension request must be submitted and additional documentation may be required.

**b. Return** – The apprentice must notify the committee in writing when ready to return. The committee will then take action to un-suspend the apprenticeship agreement at its next meeting, contingent upon training agent approval. Work requiring a license cannot be performed until the license is in the apprentice's possession.

1. **Medical release** – Apprentices on suspension for medical reasons must submit a written doctor's release prior to reactivation.

**c. Other** – If an apprentice fails to request an extension or fails to return by the expiration date, it will be interpreted as a request for withdrawal from the program, and the apprentice will be terminated at the next committee meeting.

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#### **Policy 4: On-the-Job (OJT) Training**

**Policy Statement:** Apprentices will work for an approved training agent and must record and submit work hours.

**Adopted:** October 12, 2023

**Revised:** June 13, 2024

#### **Procedures:**

4.1 Monthly OTJ Hours Report– Apprentices must submit a completed Monthly OTJ Hours Report each month whether or not they worked during the month. This can be a timecard or a log.

a. Submission – The Monthly OTJ Hours Report must be submitted to the training agent on or before the fifth workday of the following month.

b. Completion– The monthly OTJ Hours Report must be complete and accurate. If the apprentice isn't working, a report must be submitted stating 'NO WORK'.

c. Late reports – Failure to submit MPRs as required will result in disciplinary action (see Policy 9).

1. MPRs received after the due date will be processed the following month and will be considered late.

2. OJT hours will not be credited until the Monthly OTJ Hours Report has been submitted, which may delay advancement.

3. Any apprentice who is 2 or more months late in submitting a report, or who has 2 or more late reports, will be directed to appear before the committee to show cause why their agreement should not be canceled in accordance with Policy 9.

4.2 Work process rotation – Apprentices must be trained in each of the work processes outlined in the program standards to meet requirements, and to ensure that they are fully-trained and competent journey workers.

a. Evaluation - Monthly OTJ Hours Report will be logged on an ongoing basis, including addition and distribution of work process hours.

b. If potential problems are identified, the Program Administrator will notify the committee.

c. The apprentice and/or training agent will be directed to attend the next committee meeting to resolve the issue.



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#### **Policy 5: Related Training Requirements**

**Policy statement:** Apprentices must attend and satisfactorily complete related training instruction as directed by the committee.

**Adopted:** October 12, 2023

**Revised:** June 13, 2024

#### **Procedures:**

- 5.1 Description of facilities/delivery method** – Related training will be scheduled and provided by a certified instructor, combined with self-study and testing.
- 5.2 Instructor qualifications**
  - a. Meet Council certification requirements
  - b. Must be a subject matter expert. In a licensed trade, it is recommended that they hold an equivalent or higher license.
- 5.3 Schedule** – The committee is responsible for developing and distributing the related training schedule to program participants.
  - a. **Attendance** – A minimum number of related training hours must be completed each year an apprentice is in the program (see Section IX of standards). Apprentices are required to attend all regular and special classes scheduled. They are expected to exhibit orderly behavior at all times.
  - b. Apprentices who fail to progress satisfactorily will be cited to appear before the committee to show cause why their agreement should not be canceled in accordance with **Policy 9**.
- 5.4 Related training objectives and outcomes** – Apprentices must demonstrate competency in all identified objectives and outcomes prior to completion from the program.

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#### **Policy 6: Credit for Prior Experience**

**Policy statement:** The committee will grant credit for previous experience based on the knowledge, skills, and abilities of the apprentice.

**Adopted:** October 12, 2023

**Revised:** June 13, 2024

#### **Procedures:**

- 6.1 Request and documentation requirements:** Apprentices wishing to receive credit for work experience related to the occupation gained prior to their registration must submit a written request to the committee along with the following documentation:
  - a. OJT experience:** A letter on company letterhead bearing the employer's signature must be submitted. The letter must document the amount of applicable time worked for that employer and detail the type of work done, including the amount of time spent in each work process.
  - b. Related training experience:** Documentation such as transcripts or completion certificates must be submitted in order to request credit.
- 6.2 Committee review:** The committee will verify all information provided prior to granting credit, and the apprentice may need to meet with the committee to answer questions and provide any additional information needed.
- 6.3 Communication:** The committee will provide written notification of any action taken to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice's file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.
- 6.4** All documentation for credit for previous experience must be submitted at one time prior to registration. No documentation will be accepted after registration.

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#### **Policy 7: Apprentice Review and Evaluation**

**Policy Statement:** The committee will regularly review and evaluate the progress of each apprentice as to job performance and related instruction.

**Adopted:** October 12, 2023 **Revised:** June 13, 2024

#### **Procedures:**

- 7.1 Schedule** – Apprentices must progress in job performance and related training, and the committee will review the progress of each apprentice quarterly and/or semi-annually.
- a. Additional evaluations** – Apprentices may be reviewed more frequently if they appear to be having any difficulty in the program. Depending upon the circumstances, apprentices may need to meet with the committee to provide additional information.
- 7.2 Components** – The committee will review the following information to determine whether apprentices are progressing in accordance with the program standards:
- a. OJT training**
1. Minimum number of total OJT hours
  2. Work process distribution
  3. Current Monthly OTJ Hours Report
  4. Employer evaluations
- b. Related training** – Instructor reports, related training competency verification forms, and other pertinent documentation will be reviewed for the following requirements:
1. Attendance and minimum related training hours
  2. Passing grade
  3. Instructor evaluation
- c. Additional components** – Other relevant information will be reviewed as needed.
- 7.3 Committee action** – After review, the committee will take one of the following actions, note the action taken in the meeting minutes, and communicate it in writing to the apprentice and training agent (see **Policies 8 & 9**). Evaluation and committee action information will also be maintained in each apprentice's file.
- a. Advancement and/or completion** – If all requirements for advancement to the next period have been met, the apprentice will be rerated.
- If all of the program components outlined in the standards have been satisfied, the apprentice will be completed (see program standards and **Policy 8**).
- b. Non-disciplinary hold** – If any of the requirements for advancement have not been met, the apprentice will be held at their current level. The committee will track the apprentice's progress and will take rerate action when all requirements are satisfied.

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- c. **Disciplinary action** – If the apprentice has failed to progress in job performance and/or related training, the committee will consider disciplinary action in accordance with **Policy 9**.
- d. **Suspension** – The committee may take action to suspend an apprenticeship agreement if the apprentice is unable to fulfill the responsibilities of the program for an extended period of time (see **Policy 3**).

**7.4 Communication** – The committee will provide written notification of evaluation results and subsequent action to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice's file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

#### **Policy 8: Advancement and Completion**

**Policy Statement:** The committee will advance apprentices to the next level in the wage progression when they have accrued the required OJT, completed required related training, completed required competencies and/or demonstrate the required knowledge, skills, and abilities.

**Adopted:** October 12, 2023

**Revised:** June 13, 2024

#### **Procedures:**

**8.1 Criteria** – Apprentices are expected to progress in both on-the-job training and related instruction. Advancement is not automatic and is based upon meeting the following criteria:

##### **a. OJT training**

1. Minimum OJT hours specified in the program standards (see Sections IV and VIII in the standards for specific information)
2. Satisfactory employer report
3. Current quarterly progress reports (MPRs)

##### **b. Related training**

1. Attendance and grades or end of unit knowledge checks.

##### **c. Competencies**

1. Completed number of competencies

**d. Additional components:** Other relevant information will be reviewed as needed.

**e.** Apprentices who do not satisfy all advancement criteria will be held until all requirements have been met.

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- 8.2 Completion** – Apprentices who have completed all program components outlined in the program standards will be approved for completion.
- 8.3 Communication** – The committee will provide written notification of any action taken to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice’s file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

#### **Policy 9: Disciplinary Action**

**Policy statement:** The committee will take corrective action for any failure to satisfy program requirements.

#### **Procedures:**

- 9.1 Causes for disciplinary action** – Problems resulting in disciplinary action include (but are not limited to):
- Violation of committee policies and procedures
  - Refusal to sign required paperwork
  - Late or missing Monthly OTJ Hours Report Absenteeism or tardiness in class or on the job
  - Unsatisfactory job performance reports from employers or termination for cause
  - Unsatisfactory progress in related classroom and self-study instruction
  - Irresponsible acts, falsification, cheating, or severe attitude problems
  - Use of alcohol or controlled substances in class or on the jobsite
  - Refusal to sign or breach of the non-disclosure criteria by training agent
  - Refusal to follow employer policies and procedures, safety and otherwise
- 9.2 Hold** – This action delays advancement in the wage progression.
- a. Non-disciplinary** – Advancement is delayed until all requirements have been satisfied ([see Policy 8](#)).
- b. Disciplinary** – Advancement is delayed for failure to make satisfactory progress.
- 9.3 Notice to appear** – This action requires the apprentice to attend the next committee meeting (includes the option to bring a sponsor-approved community advocate) to discuss the issue(s) and required follow-up.
- 9.4 Disciplinary probation** – The committee, the apprentice and a community advocate will establish an action plan to correct the problem(s), with appropriate timelines. This may coincide with a proposed cancellation action.
- 9.5 Cancellation** – This action terminates the apprentice’s agreement.

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- a. **Cancellation during initial probationary period** – The agreement may be canceled upon written notice to ATD.
- b. **Cancellation after probationary period** – Will occur only for a specified reason, and only after the apprentice has been notified and has had sufficient time to correct the problem.
  - 1. **Proposed cancellation** – This action requires the apprentice (includes the option to bring a sponsor-approved community advocate) to appear at the next committee meeting to show cause why their apprenticeship agreement and license should not be canceled.
    - a) The apprentice must be notified **21 days** in advance. The deficiency must be identified and provide an opportunity for corrective action. The time and location of the meeting must be clearly identified.
    - b) Failure to appear at the committee meeting and/or correcting the deficiency may result in cancellation from the program.
  - 2. **Final cancellation** – The committee will cancel the apprenticeship agreement if the identified problem(s) have not been resolved.

**9.6 Communication** – The committee will provide written notification of any action taken to apprentices and training agents, as well as any applicable community-based organizations (to further support the potential for apprentice success). Copies of all related correspondence and supporting documentation will be maintained in the apprentice's file. This notice must provide the apprentice appeal rights, if applicable. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

### **Policy 10: Complaint Resolution**

**Policy Statement:** The committee will promptly and fairly resolve any complaints brought to its attention.

#### **Procedures:**

- 10.1 Submitting complaint** – Any program participant who has a problem is encouraged to bring it to the committee's attention promptly.
  - a. All complaints must be submitted in writing to the Program and will be addressed during the next scheduled meeting. If necessary, a special meeting will be called to discuss the complaint.
  - b. Attendance (including remote communicating) at the committee meeting is required to attempt resolution of the dispute.
- 10.2 Evaluation and investigation** – The committee will evaluate all complaints to determine the appropriate action. If additional information is needed before the issue can be

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resolved, a specific timeline for investigation will be established and communicated in writing.

- 10.3 Committee review and action** – The committee will review all information presented in making its decision. Depending upon the circumstances, the complainant may need to meet with the committee to provide additional information or provide it virtually
- a. If the committee determines that the program standards, policies, or procedures have been violated, it will cite the violator to appear at the next committee meeting to discuss their continued status in the program.
  - b. Participants failing to adhere to the committee’s standards, policies, and procedures will be subject to disciplinary action (see **Policy 9**).
- 10.4 Communication** – The committee will provide written notification of any action taken to apprentices, training agents, and appropriate community advocate. Copies of all related correspondence and supporting documentation will be maintained in the apprentice’s file. The notification will provide appeal rights, if any. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

#### **Policy 11: Unlawful Discrimination and Anti-Harassment Policy (Language as recommended by the Society for Human Resource Management):**

**Policy Statement:** Access Bio Oregon 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, Access Bio Oregon expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Access Bio Oregon 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. Access Bio Oregon 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.

**Adopted:** October 12, 2023

**Revised:** June 13, 2024

#### **Procedures:**

##### **11.1 Objective**

Any employee, apprentice, or training agent who has questions or concerns about these policies should talk with Access Bio Oregon or the human resources department at the training agent to which they are employed.

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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 Access Bio Oregon 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.

#### **11.2 Policy Statements**

##### *Equal employment opportunity*

[Name of Sponsor] 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. [Name of Sponsor] 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. Intimidation and retaliation prohibited.

- a) A participant in an apprenticeship program may not be intimidated, threatened, coerced, retaliated against, or discriminated against because the individual has:
  - i) Filed a complaint alleging a violation of this part;
  - ii) Opposed a practice prohibited by the provisions of this part or any other Federal or State equal opportunity law;
  - iii) Furnished information to, or assisted or participated in any manner, in any investigation, compliance review, proceeding, or hearing under this part or any Federal or State equal opportunity law; or
  - iv) Otherwise exercised any rights and privileges under the provisions of this part.

##### *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.



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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 based on 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 e-mail, phone (including voice messages), text messages, social networking sites or other means.

#### **11.3 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 Access Bio Oregon (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.

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

Access Bio Oregon 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

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concerns with their immediate supervisor, Access Bio Oregon, the human resources department at the training agent to which they are employed, or any ombudsman.

In addition, Access Bio Oregon 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. Access Bio Oregon recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

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#### **ACKNOWLEDGEMENT OF RECEIPT & STATEMENT OF UNDERSTANDING**

Program participants are required to sign a copy of these policies and procedures, acknowledging that they fully understand them. Refusal to sign will be considered cause for cancellation from the program.

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#### **APPRENTICE**

I acknowledge receipt of the **COMMITTEE NAME** Policies and Procedures and the apprenticeship standards. I have read and understand these documents and realize that failure to comply with program requirements will result in disciplinary action.

Apprentice Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

#### **TRAINING AGENT**

I acknowledge receipt of the **COMMITTEE NAME** Policies and Procedures and the apprenticeship standards. I have read and understand these documents and realize that failure to comply with program requirements will result in disciplinary action.

Training Agent Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_