

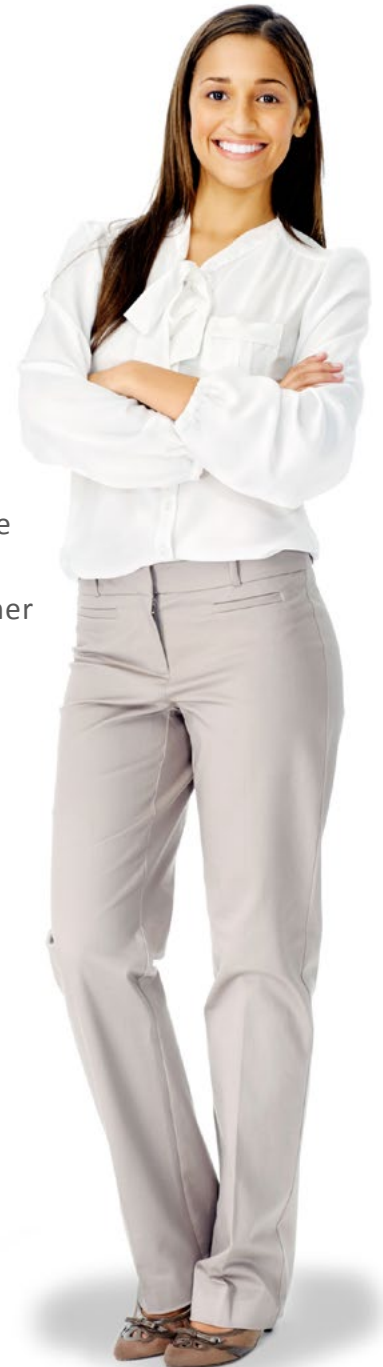


Guide to Using the Anti-Harassment Training Program For Registered Apprenticeship Program Sponsors

The training materials included in the Anti-Harassment Training Program are designed to help Registered Apprenticeship program sponsors meet the requirements for anti-harassment training in the apprenticeship Equal Employment Opportunity (EEO) regulations at 29 CFR part 30. Under the regulations, Registered Apprenticeship programs must provide anti-harassment training to all apprentices and to all other individuals connected with the administration and operation of the apprenticeship program, including journey-level workers, who regularly work with the apprentices.

The Anti-Harassment Training Program is comprised of a video component, a customizable slide show, and an online “Knowledge Check” module. These components are designed to be used in combination either in an in-person, facilitated presentation or in a self-directed, web-based training. While either approach allows some form of active participation by trainees, sponsors are highly encouraged to conduct the in-person, facilitator-led training sessions to provide an opportunity for discussion and questions that will deepen understanding of the material.

An in-person training session can also be part of the orientation and periodic information session that a sponsor must conduct under 29 CFR part 30.3(b)(2)(iii) to inform or remind individuals connected with the administration or operation of the apprenticeship program of the sponsor’s equal employment opportunity policy. If it is not possible to hold in-person training, individuals may, on their own, complete the training online by watching the video, taking the interactive knowledge assessment quiz, and viewing customized information about filing EEO complaints.





TRAINING PRESENTATION OPTIONS

1. FOR IN-PERSON, FACILITATED TRAINING (RECOMMENDED):

- Show the PowerPoint Slide Show: *Unlawful Harassment in Apprenticeship Programs* – and discuss.

or

- Show slides 1-3 of the PowerPoint Slide Show; then the video: *Introduction to Unlawful Harassment in Apprenticeship Programs*; and then slides 10 to the end of the Slide Show – and discuss.

2. FOR WEB-BASED, SELF-DIRECTED TRAINING:

- Direct the trainee to play the online Knowledge Assessment: *Checking Your Knowledge on Unlawful Harassment in Apprenticeship Programs*, which will launch the video.
- Then direct each trainee to review the *Pledge Poster/Complaint Notice*.



VIDEO: INTRODUCTION TO UNLAWFUL HARASSMENT IN APPRENTICESHIP PROGRAMS

This 4-minute video offers an overview of unlawful workplace harassment and is designed for sponsors to show as part of either the facilitator-led or the web-based training. It offers an overview of issues related to workplace harassment – what it is, who may be a target or a perpetrator, and what to do if an apprentice or other employee experiences or witnesses harassment in the workplace.

POWERPOINT SLIDE SHOW: UNLAWFUL HARASSMENT IN APPRENTICESHIP PROGRAMS

This PowerPoint presentation is designed to be used in a facilitator-led training session. The real-world scenarios that it contains should encourage discussion about potential harassment in apprenticeship programs. Each slide includes speaking points and notes to help the facilitator conduct the training and lead participants through discussion questions related to the scenarios.

SCENARIOS, DISCUSSION QUESTIONS AND KEY LEARNING POINTS IN THE TRAINING PRESENTATION MAY BE TAILORED TO EACH SPONSOR'S ORGANIZATION IN A VARIETY OF WAYS:

- The sponsor's name and logo may be displayed (on the lower right of the title slide).
- Images that better reflect the sponsor's work environment(s) and/or apprentice demographics may be used.
- Specific consequences for individuals who engage in unlawful harassment, intimidation or retaliation, according to the sponsor's specific policies, may be included.
- If a sponsor's policies or applicable state/local laws expand the prohibition of harassment beyond what is required in the apprenticeship EEO regulations, those policies can be reflected.

TIPS FOR USING THIS RESOURCE:

- Sponsors can use this video with the customizable PowerPoint presentation at an in-person training session.
- Alternatively, sponsors can use it as the first part of the web-based training, followed by the online Knowledge Check module to make sure viewers understand the video content.
- To launch the video, a trainee hits 'play' on the knowledge assessment ***Checking Your Knowledge on Unlawful Harassment in Apprenticeship Programs***. She or he will then be shown the Introduction to Unlawful Harassment video.

TIPS FOR USING THIS RESOURCE:

- Sponsors may include their specific policies, as long as the overall message remains in alignment with the apprenticeship EEO regulations.
- At the beginning of the training, the facilitator may play the Introduction to Unlawful Harassment in Apprenticeship Programs video to provide an overview of issues related to workplace harassment. In that case, the facilitator may skip Slides 4 through 9.
 - Alternatively, the facilitator may present Slides 4 through 9 instead of the video.
- It is recommended that sponsors conduct separate training sessions: one for apprentices and one for journeyworkers, forepersons, front-line supervisors, and others who manage, train and mentor apprentices. Many scenarios in the presentation include discussion questions that are specific to supervisors and others who manage/train/mentor apprentices.

IMPORTANT: Before using the PowerPoint, sponsors must customize the "Report It" slide (slide #36) to include contact information about the apprenticeship registration agency with which apprentices may file an EEO complaint.



ONLINE INTERACTIVE KNOWLEDGE ASSESSMENT: *CHECKING YOUR KNOWLEDGE ON UNLAWFUL HARASSMENT IN APPRENTICESHIP PROGRAMS*

This component is a short series of questions to assess trainees' understanding of what they have learned about harassment in apprenticeship programs. Upon hitting play on *Checking Your Knowledge on Unlawful Harassment in Apprenticeship Programs*, the trainee will be shown the *Introduction to Unlawful Harassment* video and then led through an interactive quiz to ensure he/she understands the content of the video.

To ensure that all the regulatory requirements regarding anti-harassment training are met, sponsors must also provide trainees with customized information about filing EEO complaints. This can be done by instructing the trainees to view the *Pledge Poster/Complaint Notice*.

TIPS FOR USING THIS RESOURCE:

- This web-based interactive quiz is designed to assist sponsors to meet the regulations' requirement that anti-harassment training include participation by trainees, even if the training is not viewed at an in-person training session.
- Viewing the video plus taking the knowledge check quiz will take approximately 15 minutes.



ADDITIONAL ANTI-HARASSMENT RESOURCES

Sponsors may wish to distribute these two documents to appropriate employees to supplement the training materials.

- **Unlawful Harassment in Apprenticeship: A Tip Sheet for Apprentices** – This resource for apprentices contains the highlights of the Training Program and communicates apprentices' rights related to unlawful harassment. Before using the tip sheet, sponsors must customize it with information on whom to contact if an apprentice or apprenticeship applicant experiences or witnesses unlawful harassment in the program. **NOTE to Sponsors: Merely providing this document does NOT meet the requirement of providing interactive training. See "Training Presentation Options" above.**
- **Addressing Harassment in Apprenticeship: A Fact Sheet for Those Who Manage, Train, and Mentor Apprentices** – This resource is for journeyworkers, forepersons, front-line supervisors and others who manage, train and mentor apprentices. It outlines their responsibilities to address workplace harassment, including tips for creating a safe and inclusive workplace for all.