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WHAT ARE OPERATING ENGINEERS AND MECHANIC TECHNICIANS?



Western Pennsylvania Operating Engineers Joint Apprenticeship and Training Program

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Western Pennsylvania

OPERATING ENGINEERS



JOINT APPRENTICESHIP & TRAINING PROGRAM

- HEAVY EQUIPMENT OPERATORS
- HEAVY EQUIPMENT MECHANIC TECHNICIANS



WHAT IS THE APPRENTICE PROGRAM?

The Western Pennsylvania Operating Engineers Joint Apprenticeship and Training Program is a non-profit educational training program organized for the purpose of providing qualified Heavy Equipment Operators and Mechanic Technicians to employers in the construction industry by utilizing two related but separate courses: a Heavy Equipment Operator course and a Heavy Equipment Mechanic Technician course. Each course is 4 years in length and combines training at our site in New Alexandria, PA with actual on-the-job experience.



HEAVY EQUIPMENT OPERATION

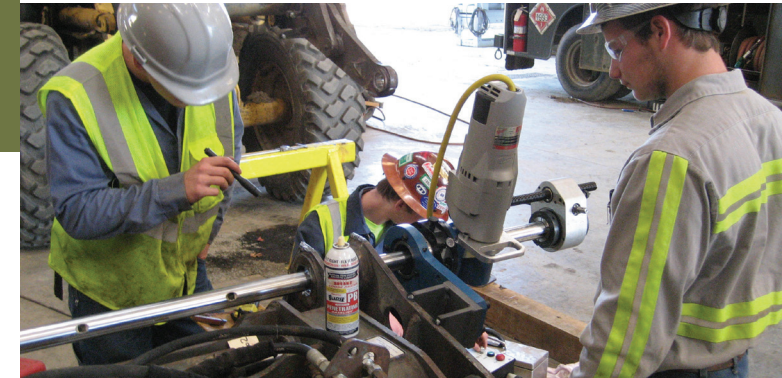


HEAVY EQUIPMENT MECHANIC TECHNICIAN



HEAVY EQUIPMENT MECHANIC PROGRAM

- Instruction on equipment maintenance and repair
- 6000 hours of on the job training
- 5-7 weeks combined classroom and hands-on instruction per year



WHO QUALIFIES?

Qualification Requirements of the program include:

- Reside in of the 33 counties of Western Pennsylvania or Columbiana, Mahoning or Trumbull counties of Ohio.
- Be at least 18 at the time of acceptance into the program.
- Have a high school diploma or GED
- Have a valid drivers license.
- Have dependable transportation
- Pass a Department of Transportation physical exam.
- Pass a drug test - Drug use is not tolerated in the construction industry where safety is a life or death issue.



HEAVY EQUIPMENT OPERATOR PROGRAM

- Instruction on at least 5 types of equipment
- 4000 hours of on the job training
- 5-7 weeks combined classroom and hands-on instruction per year
- 45 college credits awarded

Apprentices in the Heavy Equipment Mechanic Technician Program develop skills necessary to maintain, troubleshoot and perform repairs on various mechanical systems on a wide range of equipment. This includes everything from engines and transmissions to hydraulic and electrical systems.

ON-THE-JOB TRAINING

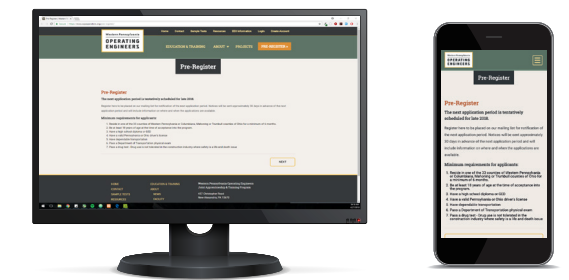
When not at the training site, you will be available for work with a large number of local employers through the local union's dispatch office. This gives you the opportunity to earn a paycheck as well as medical and retirement benefits while gaining additional knowledge and skill. Although steady employment cannot be guaranteed, many skilled, quality Operators and Mechanic Technicians work year round.

WHAT WILL THIS OPPORTUNITY COST ME?

The majority of apprentice training costs are paid by the union members, employers and employer associations. Although both programs are tuition free, there are minimal costs involved such as a small application fee, the cost of books used in classroom training and union membership fees.



The Heavy Equipment Operator Program teaches safe, efficient operation and basic maintenance of construction equipment. During field training you will be assigned to a specific machine and be under the supervision of a skilled and experienced instructor. During classroom instruction you will receive training in construction safety, equipment maintenance, mechanical systems, GPS, and techniques used in the operation of various machines.



HOW DO I GET STARTED?

Visit our website for additional information or to apply.

wpaoperators.org

**WESTERN PA OPERATING ENGINEERS
JOINT APPRENTICESHIP & TRAINING PROGRAM**

MEDICAL POLICY

A. Prior to Approval

1. A consent form authorizing drug/alcohol tests by a N.I.D.A./S.A.M.H.S.A. approved laboratory must be signed by the applicant before final acceptance into the Apprenticeship Program is granted by the Joint Apprenticeship Committee. Drug/alcohol tests will be given prior to acceptance and at any time during the term of apprenticeship by the Apprenticeship Program or on-the-job training Employer, at the expense of the Apprenticeship Program or the Employer.

B. After Acceptance

1. A physical exam report from the Western PA Operating Engineers Joint Apprenticeship and Training Program's qualified physician stating the applicant is "able to perform the essential functions of a Heavy Equipment Operator in the construction industry" must be received by the Joint Apprenticeship Committee before starting the Apprenticeship Program.
2. Apprentices may be tested by the Employer or the Apprenticeship Program under the terms of the Joint Labor-Management Drug/Alcohol Abuse Program Article XXII (attached), and/or in accordance with the mandatory drug and alcohol testing regulations established by the Dept. of Transportation. Apprentices must also participate and maintain active status in the Master Builders Association and Union Construction Trades Drug Free Partnership Program. Apprentices who receive a confirmed positive drug and/or alcohol test result will be terminated from the Apprenticeship Program. Apprentices who have been terminated and subsequently provide proof of successful rehabilitation may re-apply to the Apprenticeship Program. The Joint Apprenticeship Committee will consider all applicants on an equal basis. Upon acceptance into the Apprenticeship Program, the Joint Apprenticeship Committee may grant advanced status based upon the apprentice's previous record in the Apprenticeship Program.
3. A physician's release to return to work is required after any injury/illness that affects the apprentice's ability to work at the trade.
4. All training site or on-the-job injuries must be reported immediately to supervision.

I have read and understand this medical policy.

(Witness)

(Print Name)

(Signature)

(Date)

(Signature of Parent or Guardian if under 18)

(Date)

INFORMED CONSENT AND RELEASE OF LIABILITY

I understand that according to the Western PA Operating Engineers Medical Policy,

A. Before Acceptance:

1. I consent to be tested for drug/alcohol content by a N.I.D.A./S.A.M.H.S.A. approved testing laboratory.
2. I understand that applicants testing positive to drugs/alcohol will not be considered for indenture into the Training Program.

B. After Acceptance:

1. I authorize the Training Program or on-the-job training Employer to test for drugs/alcohol as agreed to under the terms of the Joint Labor-Management Drug/Alcohol Abuse Program, Article XXII of the Bargaining Agreement, and in accordance with the mandatory drug and alcohol testing regulations established by the Department of Transportation regarding commercial driver's licenses. I understand that I must also participate and maintain active status in the Master Builders Association and Union Construction Trades Drug Free Partnership Program. Such tests will be paid for by the Training Program or Employer.
2. I authorize on-the-job training Employers or the Training Program to release any confirmed positive drug/alcohol test results to the Joint Apprenticeship Committee with the full understanding that action will be taken as explained in Section B-2 of the Western PA Operating Engineers Joint Apprenticeship & Training Program Medical Policy.

C. As a result of any drug/alcohol test as referred to under A.1 or B.1 above, I hereby and herewith release the Operating Engineers Union, Joint Apprenticeship Committee, their employers and agents and all contributing employers from any liability whatsoever arising from this request to furnish a urine/blood sample, the testing of the urine/blood sample and decisions made concerning my application for employment or continued employment based upon the results of this analysis.

D. Failure to sign this Consent and Release will be considered the same as a positive test result and action will be taken accordingly.

(Witness)

(Signature)

(Date)

(Signature of Parent or Guardian if under 18)

(Date)

ARTICLE XXII -- Joint Labor-Management
Drug/Alcohol Abuse Program

As a joint commitment to protect people and property and to provide a safe working environment, the Union and the Association cooperatively adopt the following Drug/Alcohol Abuse Program which may be modified hereafter.

1. POLICY STATEMENT - The parties recognize the problems created by drug and alcohol abuse and the need to develop prevention and treatment programs. The Company and the signatory Unions have a commitment to protect people and property, and to provide a safe working environment. The purpose of the following program is to establish and maintain a drug free, alcohol free, safe, healthy work environment for all of its employees.

2. DEFINITIONS

Accident – Any event resulting in injury to a person or property to which an employee, or contractor/contractor's employee, contributed as a direct or indirect cause.

Adulterated Test Result – The donor has tainted the specimen with a foreign contaminate to prevent the detection of an illegal or controlled substance.

Applicant - Any individual who will perform work and has been referred for hire by a labor local or a person selected through a direct hire process.

Company Premises – Includes all property, facilities, land, buildings, structures, automobiles, trucks and other vehicles owned, leased or used by the Company. Construction job sites for which the Company has responsibility are included.

Diluted Test Result - A diluted test result means that the specific gravity of the specimen is 1.003 or less and the creatinine level is less than 20 mg/dl.

Employee - Individuals, who perform work for the Company including, but not limited to, management, supervision, engineering, craft workers and clerical personnel.

Incident – An event which has all the attributes of an accident, except that no harm was caused to person or property.

Positive Test Result - A positive test result indicates that the alcohol level is .04 BAC or above and/or the laboratory and the MRO has confirmed an illegal/unauthorized drug(s) in the person's system.

Prohibited Items & Substances – Prohibited substances include illegal drugs (including controlled substances, lookalike drugs and designer drugs), legal drugs that have not been legally prescribed for the individual, prescribed drugs used in a manner inconsistent with a prescription, alcoholic beverages, and drug paraphernalia in the possession of or being used by an employee on the job.

Reasonable Cause – Reasonable cause shall be defined as tardiness, excessive absenteeism, and erratic behavior such as noticeable imbalance, incoherence, and disorientation.

Substance Testing - Drug and alcohol analysis by means of breath, urine, blood, and/or saliva.

Substance Abuse Professional – A Substance Abuse Professional is a licensed physician or certified individual who has received the appropriate training in substance abuse disorders to provide rehabilitation, assistance and recommendations to individuals who have a drug and/or alcohol problem.

3. CONFIDENTIALITY

A. All parties to this policy and program have only the interests of employees in mind, therefore, encourage any employee with a substance abuse problem to come forward and voluntarily accept our assistance in dealing with the illness. An employee assistance program will provide guidance and direction for you during your recovery period. If you volunteer for help, the Company will make every reasonable effort to return you to work upon your recovery. The Company will also take action to assure that your illness is handled in a confidential manner.

B. All actions taken under this policy and program will be confidential and disclosed only to those with a "need to know".

C. When a test is required, the specimen will be identified by a code number, not by name, to insure confidentiality of the donor. Each specimen container will be properly labeled and made tamper proof. The donor must witness this procedure.

D. Unless an initial positive result is confirmed as positive, it shall be deemed negative and reported by the laboratory as such.

E. The handling and transportation of each specimen will be properly documented through the strict chain of custody procedures.

4. RULES-DISCIPLINARY ACTIONS-GRIEVANCE PROCEDURES

A. Rules - All employees must report to work in a physical condition that will enable them to perform their jobs in a safe and efficient manner. Employees shall not:

- 1). Use, possess, dispense or receive prohibited substances on or at the job site; or
- 2). Report to work with any measurable amount of prohibited substances in their system.

B. Discipline - When the Company has reasonable cause to believe an employee is under the influence of a prohibited substance, for reasons of safety, the employee may be suspended until test results are available. If no test results are received after three working days, the employee, if available, shall be returned to work with back pay. If the test results prove negative, the employee shall be reinstated with back pay. In all other cases:

- 1). Applicants testing positive for drug use will not be hired.
- 2). Employees who have not voluntarily come forward, and who test positive for a drug use, will be terminated.
- 3). Employees who refuse to cooperate with testing procedures will be terminated.
- 4). Employees found in possession of drugs or drug paraphernalia will be terminated.
- 5). Employees found selling or distributing drugs will be terminated.
- 6). Employees found under the influence of alcohol while on duty, or while operating a company vehicle, will be subject to termination.
- 7). An adulterated specimen is considered a positive drug test result and the employee will be terminated.
- 8). A diluted specimen with a creatinine level of less than 2 mg/dl will be ruled as a substituted specimen and will have the same consequences as a positive test result.

Each employee will be required to sign a release form authorizing the testing agency to disclose test results to designated representatives of the Unions with a "need to know" and to the Constructors Association of Western Pennsylvania.

CAWP Contractors shall notify the applicable Union and Association in writing that an individual has failed a drug or alcohol test and provide laboratory proof of the same.

An individual testing positive for drugs or alcohol will no longer be dispatched to the CAWP Contractor who administered the initial test. In addition, the individual must provide proof that he/she has completed an approved drug and/or alcohol assessment, treatment and/or counseling program administered by a Substance Abuse Professional and shall be required to pass a drug and/or alcohol test, before being referred to any other CAWP Contractor Member. The cost of the post-rehabilitation test is the responsibility of the individual.

An individual testing positive for a second time will no longer be dispatched to the CAWP Contractor who administered the test and will not be dispatched to any CAWP Contractor member for three years from the date of the test. In order to be eligible for dispatch/referral to a CAWP Contractor Member after the three year period, the individual must provide proof that he/she has completed an approved drug and/or alcohol assessment, treatment and/or counseling program administered by a Substance Abuse Professional, and shall be required to pass a drug and/or alcohol test before being referred to any other CAWP Contractor Member. The cost of the post-rehabilitation/ three-year ban test is the responsibility of the individual.

An individual testing positive for a third time shall no longer be dispatched/referred to CAWP Contractor Members.

C. Prescription Drugs - Employees shall immediately notify their supervisor if they are currently using, or during the course of their employment have been prescribed, medication which may impair the performance of job duties, either mental or motor functions. Failure to do so may result in termination. For the safety of all employees, the Company will consult with the employee and his or her physician to determine if a re-assignment of duties is necessary. The Company will attempt to accommodate the employee's needs by making an appropriate re-assignment. However, if a re-assignment is not possible, the employee will be placed on temporary medical leave until released as fit for duty by the prescribing physician.

D. Grievance - All aspects of this policy and program shall be subject to the grievance procedure of the applicable collective bargaining agreements.

5. DRUG/ALCOHOL TESTING

The parties to this policy and program agree that under certain circumstances, the Company will find it necessary to conduct drug and alcohol testing. While "random" testing is not necessary for the proper operation of this policy and program, it may be necessary to require testing under the following conditions:

A. A pre-employment drug and alcohol test may be administered to all applicants for employment;

B. Unannounced project site testing may be performed provided all employees on the project are tested, unless the employer exempts them because he determines they have been tested recently;

C. A test may be administered in the event a supervisor has a reasonable cause to believe that the employee has reported to work under the influence, or is or has been under the influence while on the job; or has violated this drug policy. During the process of establishing reasonable cause for testing, the employee has the right to request his on-site representative to be present;

D. Testing may be required if an employee is involved in a workplace accident/incident or if there is a workplace injury;

E. Testing may be required as a part of a follow-up to counseling or rehabilitation for substance abuse, for up to a 1-year period;

F. Employees may also be tested on a voluntary basis.

Each employee will be required to sign a consent and chain of custody form, assuring proper documentation and accuracy. The consent form shall authorize the testing agency to disclose test results to designated representatives of the Unions with a "need to know" and to the Constructors Association of Western Pennsylvania. If an employee refuses to sign a consent form authorizing the test, ongoing employment by the Company will be terminated.

Employees will be required to undergo substance abuse testing to determine the use of any illegal or unauthorized drug, alcohol or substances prohibited by this Program. Specimen collections will be done utilizing Substance Abuse and Mental Health Services Administration (SAMSHA) procedures to insure both proper chain of custody protocols and employee confidentiality are met. Substance abuse testing for drugs and alcohol may include the following types of test: urine, blood, saliva, and/or breath. Blood tests may be utilized for post-accident investigation only. Substance abuse tests may include the use of test cups or strips. All presumed positive drug tests will be sent for confirmation as a positive test result to a laboratory certified by SAMSHA or similarly accredited laboratory.

CAWP Contractor Members shall have the right to change the type of tests, the drugs tested for, the cut off levels for those drugs and the analysis procedures, as new technology in substance abuse testing warrants.

With the exception of a post-rehabilitation and post- three year ban tests mentioned above, the Company will be responsible for the cost of testing procedures.

6. REHABILITATION AND MEMBER ASSISTANCE PROGRAM

Employees are encouraged to seek help for a drug or alcohol problem before it deteriorates into a disciplinary matter. If an employee voluntarily notifies supervision that he or she may have a substance abuse problem, the Company will assist in locating a suitable employee assistance program for treatment.

FOR INFORMATION ONLY DO NOT COMPLETE AT THIS TIME

FITNESS FOR DUTY ASSESSMENT/HUMAN PERFORMANCE EVALUATION

Western PA Operating Engineers
Joint Apprenticeship and Training Program
Equipment Operator Trainee

Name: _____ Date: _____
Physician Clearance: Yes No

**NOTE: All candidates must move immediately from one task to the next without stopping. Once the directions have been given for the task the candidate must start the task immediately.
Any candidate that stops during testing will be considered unable to complete.**

Bending:

Candidate must bend trunk forward to a level where his/her hands are a maximum of 12 inches from the ground 10 repetitions in 30 seconds: Yes No

Squatting:

Candidate must squat and rise 10 repetitions in 30 seconds: Yes No

Kneeling:

Candidate must transfer from kneeling to standing 10 repetitions in 30 seconds:
Yes No

Trunk Rotation:

Candidate must assume a seated position and rotate his/her trunk 180 degrees in both directions to focus on an object placed behind the chair, 10 repetitions in 30 seconds:
Yes No

Crawling:

Candidate must crawl on hands and knees for 15 feet, assume a kneeling position for 1 minute while performing a repetitive upper extremity activity, then crawl back on hands and knees 15 feet:

Yes No

Candidate must crawl on back (under a 16 inch object) for 15 feet, maintain that position for 1 minute while performing a repetitive upper extremity activity, then crawl back 15 feet: Yes No

Lift/Carry:

Candidate must lift 20 pounds from ground to overhead height and back, then carry 100 feet in 1 minute: Yes No

Candidate must lift 40 pounds from ground to a 60" height and back, then carry 100 feet in 1 minute: Yes No

Candidate must lift 60 pounds from ground to a 42" height and back, then carry 100 feet in 1 minute: Yes No

Candidate must lift 80 pounds from ground to a 36" height and back in 30 seconds: Yes No

Candidate must lift and carry (2) full 5 gallon fuel cans (35 pounds each) simultaneously 100 feet in 1 minute: Yes No

Candidate must drag a 45# pad to the end of a 1-foot height platform, stand the pad on its edge and lower it to the ground. The Candidate must roll or drag the pad 8 feet, lay it flat then roll or drag back to the 1-foot high platform and reposition. 1 repetition in 1 minute: Yes No

Climbing:

Candidate must climb onto a 25-inch high step and enter machine using available handrails 3 repetitions in 90 seconds: Yes No

Candidate must climb up 4 rungs of a ladder 5 repetitions in 90 seconds: Yes No

Results:

_____ Individual was able to complete all tasks as outlined.

_____ Individual was not able to complete all tasks as outlined.

Comments:

Therapist (print) _____

Therapist (signature) _____ Date: _____

Operating Engineer Apprentice Information Sheet

Western PA Operating Engineers Joint Apprenticeship and Training Program

If accepted into the Apprenticeship Program, the following conditions will apply:

- The Apprenticeship Program provides an entry-level training opportunity with the possibility of entry-level employment with minimum wage rates of \$19.00 per hour.
- Entry-level employment may include being assigned to simple equipment and apprentice tasks until skills are proven to be acceptable for more responsibility. Complex equipment and tasks may be assigned based on skill level and opportunity.
- Apprentices are not guaranteed employment. Apprentices may experience periods of unemployment due to economic conditions or inclement weather.
- Apprentices are required to attend 5-6 weeks of unpaid training per year for 4 consecutive years.
- Apprentices may be required to travel long distances to work and/or stay away from home; these conditions are common in the construction industry.
- Travel and residency expenses incurred while attending the required training or during employment are not reimbursed by the Program.
- Apprentices may be required to work any shift (1st, 2nd, or 3rd) and/or overtime as determined by the employer.
- Apprentices are required to be able to work both as a team and independently.
- Apprentices will be subject to random drug testing by the Program and the employer. A positive drug test will result in automatic dismissal from the Program.
- Apprentices are required to obtain a Commercial Drivers License (CDL) – Class B with Air Brake Endorsement by the end of the 1st year of apprenticeship and maintain the CDL throughout the apprenticeship. Training and testing for the CDL are offered by the Program. Apprentices are required to obtain a CDL Permit within 6 months of indenture.
- Apprentices are required to purchase approximately \$50 in classroom books each year.
- Apprentices are required to join and pay monthly dues to the International Union of Operating Engineers, Local # 66.

Sample Test Packet

Operators Program

As part of the Selection Process you will be required to test and receive a passing score on the following:

- Mechanical Aptitude
- Arithmetic
- Problem Solving
- Inspection and Measurement
- Eye/Hand/Foot Coordination

This packet, which includes sample test questions from some of the above topics, has been provided for your review.

Additional sample test questions may be available on the “Sample Test” page and the “Resources” page of the Program’s website wpaoperators.org, or by searching the above topics on the internet.

Mechanical Aptitude

Practice Exercise X

Which way should the screw be turned to unscrew it?

A
B

Practice Exercise Y

Which watering can would empty more quickly?

A.

B.

C. No difference

Sample Answer Sheet

	A	B	C	D	E
X	●	②	③	④	⑤
	A	B	C	D	E
Y	①	●	③	④	⑤

Arithmetic

ADD:
Practice Exercise O

$$\begin{array}{r} \frac{1}{2} \\ + \frac{1}{2} \\ \hline \end{array}$$

A. $\frac{1}{4}$
B. $\frac{1}{2}$
C. 1
D. $1\frac{1}{2}$
E. 2

SUBTRACT:
Practice Exercise P

$$\begin{array}{r} 35 \\ - 25 \\ \hline \end{array}$$

A. 0
B. 10
C. 11
D. 20
E. 30

MULTIPLY:
Practice Exercise Q

$$\begin{array}{r} 12 \\ \times 4 \\ \hline \end{array}$$

A. 3
B. 8
C. 18
D. 48
E. 98

DIVIDE:
Practice Exercise R

$$3 \overline{)15}$$

A. 1
B. 2
C. 3
D. 4
E. 5

Practice Exercise S (Use Practice Table S)
What is the entry for Series B, Number 14?

Practice Table S

	SERIES			
	A	B	C	D
N	12	25	24	23
U	13	21	20	19
M	14	17	16	15
B	15	15	12	11
E				
R				

A. 10
B. 12
C. 16
D. 24
E. 25

SAMPLE ANSWER SHEET

	A	B	C	D	E		A	B	C	D	E
O	①	②	●	④	⑤	R	①	②	③	④	●
	A	B	C	D	E		A	B	C	D	E
P	①	●	③	④	⑤	S	①	②	●	④	⑤
	A	B	C	D	E						
Q	①	②	③	●	⑤						

Problem Solving

Example Passage

Making a hole in a piece of metal is a fairly simple operation. In order to make the hole accurately and quickly, a drill press may be used. The twist drill is the tool used to make the hole. It consists of a cylindrical length of steel with spiral grooves. The grooves, often called flutes, are either cut into the steel cylinder or are made by twisting a flat length of steel into a cylindrical shape.

Practice Exercise X

A drill press will make a hole

- A. accurately and quickly.
- B. simply and quickly.
- C. accurately and simply.
- D. fairly quickly.

Practice Exercise Y

What are the grooves in a twist drill often called?

- A. Flats
- B. Spirals
- C. Flutes
- D. Cylinders

Sample Answer Sheet

X	A	B	C	D	E
	●	②	③	④	⑤
Y	A	B	C	D	E
	①	②	●	④	⑤

Practice Exercises

101. The gauge below shows a reading of

- A. 0.
- B. 50.
- C. 100.
- D. 150.
- E. 200.



102. Measure the following.

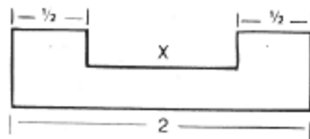


- A. 1/2"
- B. 3/4"
- C. 1"
- D. 1 1/2"

103. Which object is different from the others?



104. What is the length of X below?



- A. 1/2
- B. 1
- C. 1 1/4
- D. 1 1/2
- E. 2

105. Arrange the numbers below in numerical order.

1. 0012-73-6290
2. 0103-84-5887
3. 1013-29-3525
4. 0011-73-6290
5. 0012-72-6290
6. 0240-73-4680

- A. 4, 3, 6, 2, 1, 5
- B. 1, 4, 5, 3, 2, 6
- C. 4, 1, 5, 3, 2, 6
- D. 4, 5, 1, 6, 2, 3
- E. 4, 5, 1, 2, 6, 3

Sample Answer Sheet

	A	B	C	D	E
101.	(A)	(B)	(C)	(D)	(E)
102.	(A)	(B)	(C)	(D)	(E)
103.	(A)	(B)	(C)	(D)	(E)
104.	(A)	(B)	(C)	(D)	(E)
105.	(A)	(B)	(C)	(D)	(E)

EQUAL OPPORTUNITY PLEDGE
of the
WESTERN PENNSYLVANIA OPERATING ENGINEERS
JOINT APPRENTICESHIP AND TRAINING FUND

The Western Pennsylvania Operating Engineers Joint Apprenticeship & Training Program (“the Program”) will not discriminate against apprenticeship applicants, apprentices or journeyworkers 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 wpaoperators.org/EEO.

ANTI-DISCRIMINATION NOTICE
of the
WESTERN PENNSYLVANIA OPERATING ENGINEERS
JOINT APPRENTICESHIP AND TRAINING FUND

Your Right to Equal Opportunity

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant, apprentice or journeyworkers 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 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 Pennsylvania Department of Labor & Industry Apprenticeship and Training Office, 651 Boas Street, 12th Floor, Harrisburg, PA 17121, 717-787-6997, TLoew@pa.gov, Tara Loew. You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below. U.S. Equal Employment Opportunity Commission, 1-800-669-4000 (toll free) or 1-800-669-6820 (toll free TTY number for individuals with hearing impairments). EEOC field office information is available at eeoc.gov or in most telephone directories in the U. S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at eeoc.gov.

Pennsylvania Human Relations Commission – Pittsburgh Regional Office, 301 5th Avenue, Suite 390, Piatt Place, Pittsburgh, PA 15222, (412)565-5395, (412)565-5711 (TTY).

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.

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.

Trustees of Western Pennsylvania Operating
Engineers Joint Apprenticeship and Training Fund