

ANTI-HARASSMENT COMPLAINT PROCESS

Douglas Coos Curry Industrial TATC MA 4007
Roseburg Industrial Electrical JATC MA 4011

Per their Administrative Policies, the Sponsors have the following process to report complaints related to harassment or intimidation.

Reports may be made to the Umpqua Community College (UCC) Apprenticeship Manager Laurie Michaels at apprenticeship@umpqua.edu, laurie.michaels@umpqua.edu, or by calling 541-440-4675.

Apprenticeship complaints that are non-employment related will be directed to the Umpqua Community College Dean of Students and will follow appropriate College policies.

1. Any person who believes him/herself to be subjected to harassment or intimidation is strongly urged and encouraged to promptly bring such incident(s) to the immediate attention of the individual employer representative, a member of the Committee, the Apprenticeship Manager, or agent.

All such complaints will be treated with dignity and in the strictest confidence and will be promptly investigated.

- Each complaint filed must be made in writing and signed. Please use the Apprentice Complaint Form to ensure your complaint can be given due process.
2. If a complaint is found to be valid by this committee, the options that may be exercised can include the following disciplinary actions:
 - Apprentices
 - Disciplinary action as determined appropriate up to and including cancellation from the program.
 - Employer
 - Revocation of training agent status,
 - Establishment of a probationary period of a determined length of time; or
 - May be prohibited from engaging or employing additional apprentices during the probationary period
 - Other individuals associated with the program
 - Action as may be determined appropriate up to and including prohibition from involvement with apprentices for whom the committee is responsible.

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3. Results - Parties to the complaint will be informed of the committee's decision in writing within ten (10) working days of the meeting.
4. Appeal – Any party to the complaint who is not satisfied with the committee's decision may appeal in writing to the Oregon Apprenticeship and Training Division within ten (10) working days of the date on the written results.

Apprentices also have the right to file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

Oregon Bureau of Labor & Industries
800 NE Oregon St., Suite 1045
Portland, OR 97232
(971) 673-0761

EEOC Regional Office
PO Box 36025
San Francisco, CA 94102

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