

IATSE LOCAL 2 NON-DISCRIMINATION AND HARASSMENT FREE WORKPLACE POLICY

IATSE Local 2 is committed to referring our members to workplaces free of discrimination, including harassment, on the basis of any legally protected status. Each individual has the right to be referred and to work in an environment free of discrimination as provided under Title VII of the Civil Rights Act, the Illinois Human Rights Act, the City of Chicago and any other county and municipal ordinances where the member is working. Accordingly, Local 2 will not tolerate any form of unlawful harassment by or against any of its officers, staff, members, or employees referred or represented by Local 2 where Local 2 is the bargaining agent.

The conduct prohibited by this policy includes all unwelcome conduct, whether verbal, written, physical or visual, that is based on a person's protected status by law, such as sex, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, sexual orientation, or other protected group status. Examples include, but are not limited to, racial jokes, epithets or slurs, or offensive graphic or written material.

Sexual harassment is a form of employment discrimination which is illegal under federal, state and local laws. Sexual harassment may include, but is not limited to: any unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or when submission to or rejection of such conduct by an individual is used as a basis for any employment decision affecting the individual; or when such conduct has the purpose or effect of substantially interfering with the work performance of an employee or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes gender-based harassment of a person of the same sex as the harasser and may include the following behavior: verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments; visual conduct such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings or gestures; or physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work.

Retaliation against any person for complaining of or reporting discrimination, including sexual harassment, or participating or aiding in an investigation of discrimination, including sexual harassment, is strictly prohibited.

If possible, document or otherwise record each incident of discrimination, sexual harassment and/or retaliation, including the date, time, place, what was said and done, and the surrounding circumstances.

If you are comfortable in doing so, clearly and directly communicate to the offending party that his or her conduct is unwelcome and request that the offensive behavior stop.

The following individuals, acting alone or joining together, may make a verbal or written complaint of discrimination, including sexual harassment:

1. any IATSE Local 2 employee or individual represented or referred by Local 2 who believes he or she is the subject of discrimination, including sexual harassment;
2. any IATSE Local 2 employee or individual represented or referred by Local 2 who has knowledge of a discriminatory or sexually harassing or offensive work environment, or other discrimination, including sexual harassment; and
3. any IATSE Local 2 employee or individual represented or referred by Local 2 who believes he or she has been retaliated against for complaining of or reporting discrimination, including sexual harassment, or participating or aiding in an investigation of discrimination, including sexual harassment.

If you experience any conduct that you feel may be inconsistent with this policy, IATSE Local 2 encourages and expects you to notify immediately your Job Steward or the office manager at the Union office at (312) 705-2020 as soon as possible after the incident. If a complaint is initially submitted orally, you must follow up oral complaints with a written details and dates of the incident(s), name(s) of the individual(s) involved and name(s) of any witnesses as soon as possible. Under no circumstances are you required to report the harassment to a supervisor who you believe is responsible for the harassment or discrimination.

IATSE Local 2 will initiate an investigation or assign an outside person selected by the E-Board to undertake a thorough and objective investigation of the allegations. As the investigation is conducted, it is expected that the person complaining about the discrimination/harassment will fully cooperate in order for an accurate investigation to take place. To the extent possible, IATSE Local 2 and its E-Board will maintain confidentiality during the investigation. Please note, however, that because the person investigating the allegations may be required to interview a number of persons, and because of the Union's obligations to disclose certain information pursuant to the law, confidentiality is not always possible. A report of the results of the investigation will be made to the E-Board, which will meet in executive session to make a determination with respect to the allegations. Members of the E-Board directly involved in the allegations will not participate in the deliberations or determination. If it is determined that discrimination/harassment has occurred, effective remedial action will be taken in accordance with the particular circumstances involved and the results communicated to the complaining individual and to the alleged harasser. Any officer, employee, member or employee represented by Local 2 who is found to have violated this policy will be subject to disciplinary action in accordance with applicable policies and the law.

When IATSE Local 2 learns, from whatever source, of discrimination, including sexual harassment, it is authorized even in the absence of a signed complaint to take appropriate action. These actions may include, but are not limited to, training, anonymous questionnaires, assessment of workplace environment, or a full investigation.