

**Mechanics Local 701 Training Fund**  
**Auto, Truck & Equipment Mechanic**  
**Technical Training Program**  
**Participant Policy**

effective January 17, 2022

The goal of the Mechanics Local 701 Training Fund is to prepare Local 701 members for successful careers in auto, truck and equipment maintenance and repair. Employers place a high value on employees skilled in their craft and ready, willing, and able to consistently perform to the highest standards. The following policies are in force and applicable to all participants.

**Absence Policy**

- Participants enrolled in a Fund course are permitted no more than two (2) excused or unexcused absences per eleven (11) week training course.
- Participants exceeding two (2) absences per course are subject, at the discretion of the Training Director, to suspension from the course..
- Participants exhibiting chronic absenteeism over multiple courses are subject, at the discretion of the Program Director, to dismissal from the Training Program.

**Tardiness Policy**

- Participants are required clock in before the scheduled start of class and clock out after dismissal of the class.
- Participants clocked in 10 minutes after the scheduled start of class time will be recorded as tardy and required to make up tardy time for course credit.
- Participants clocked in 30 minutes after the scheduled start of class time will be dismissed for the day and recorded as absent.
- Participants enrolled in a Fund course are permitted no more than two (2) tardies per eleven (11) week training course.
- Participants exceeding two (2) tardies per course are subject, at the discretion of the Training Director, to suspension from the course.
- Participants exhibiting chronic tardiness over multiple training courses are subject, at the discretion of the Program Director, to dismissal from the Training Program.

**Leave of Absence Policy**

- Participants may petition the Program Director for temporary leave of a training course or the Training Program.
- Participants unable to attend class due to extended illness or injury or infectious disease quarantine are required to promptly notify the Training Director; and, prior to re-admittance, such participants must submit to the Training Director a written statement from a physician stating the conditions or limitations under which the participant may return to class.

**Personal Electronic Device Policy**

Classes shall be conducted in a distraction-free environment. Unless specifically permitted by an instructor for the duration of the class, participant access to personal electronic and/or communication

devices shall be limited to lunch or class breaks. Participants are required to store their personal electronic devices in their vehicles or available personal item storage lockers.

- Participants in violation of the personal electronic device policy are subject, at the discretion of the Training Director, to suspension from the class or course.

### **Participant Dress Code**

A mechanic's appearance is representative of their union, employer, and industry. In order to promote a professional atmosphere and provide a distraction-free learning environment, participants of Fund programs are required to comply with participant dress code standards while attending classes.

- Hair shall be kept clean, neat, unadorned, restrained if long, and of a distraction-free style.
- Groomed facial hair is permitted.
- Dirty, stained, torn, or excessively worn clothing items are prohibited.
- Program shirts or work uniforms are required apparel
- Full length trousers appropriate for mechanical tasks are required.
- Shoes or boots must be laced, in good condition, and appropriate for an automotive repair environment.
- Jewelry, clothing, or adornments which, in the opinion of the instructor, are unsafe or inappropriate for an automotive repair environment are prohibited and shall be removed.
- Head covering, sun glasses, hooded and outer garments are permitted with permission of the instructor.

Interpretations of the participant dress code are within the sole discretion of the Training Director.

### **Class Conduct Code**

In order to provide a distraction-free learning environment, participants of Fund programs are required to comply with the following rules while attending classes.

- During instruction time, participants are prohibited from leaving the classroom or Training Facility without permission of the instructor.
- Participants must clock in at the beginning and end of the class day.
- Food and drink is allowed in the classroom with the permission of the instructor.
- Participants are expected to keep work areas clean and tools and equipment in proper storage.
- Participants are expected to report broken, damaged or missing tools and equipment to their instructor.
- Accidents, injuries, and unsafe conditions must be reported to the instructor immediately.
- Possession or use of firearms, alcoholic beverages, and non-prescription drugs or controlled substances on training facility grounds (including the parking lot) is strictly prohibited. Violators of the policy are subject to immediate dismissal from the Training Program.
- Theft, gambling, cheating, fighting, sleeping, and vandalism are prohibited.
- Respectful interaction is expected at all times. Physical and verbal abuse will not be tolerated. Instructors are authorized to remove disruptive and/or disrespectful participants from the Training Facility. Participants removed from class by an instructor are subject, at the discretion of the Training Director, to suspension from the Training Program.

### **Homework Policy**

The Fund has developed a comprehensive technical training curriculum which includes classroom, shop, and on-the-job instruction. The foundation of instruction is preparation and the foundation of preparation is homework. A participant's approach to homework is the Fund's measure of a participant's interest, sincerity and investment in their education. Additionally, assigned home work hours are required for the Program to maintain ASEE accreditation standards.

Training Program course completion requires participants to attend 77 hours of class and shop instruction. Course classes are scheduled for 7 hours per day, 1 day per week for 11 weeks. Classes are in session from 7:30am to 3:30pm with 15 minute morning and afternoon breaks and a 30 minute lunch period.

A participant's class to class advancement is evaluated on a weekly basis. Participants with unexcused missing, incorrect, or incomplete coursework and/or homework assignments are unprepared for further instruction, ineligible to advance week to week, and subject to suspension from the course or dismissal from the Program at the Training Director's discretion.

Participants requiring additional instruction time or resources of the use of Program facilities to qualify for weekly advancement are strongly encouraged to discuss their additional requirements with the Training Director.

Homework is defined as: an instructor's designated independent study task(s) assigned to prepare the participant for future classroom instruction.

### **Progress and Performance Policy**

Participants consistently unable to demonstrate a level of comprehension, performance, or progress consistent with the academic standards of the Fund, technical standards of the industry, or productivity expectations of the employer are subject to dismissal from the Program.

### **Social Media Policy**

Participants are prohibited from accessing personal social media sites through Fund IT hardware, software, and network. The Fund recognizes participants' freedom but cautions against social media activities which: creates a substantial disruption to the training environment or personnel; creates or maintains fake or false profiles or pages; or impersonates, cyber bullies, or threatens harm to participants, instructors, administrative staff, or training facilities. Violators of the policy are subject to dismissal from the Program.

### **Records Policy**

Participants have the right to inspect and challenge the accuracy of the participant's Fund records. Participants should direct requests for inspection of records to the Training Director.

### **Accident and Injury Policy**

Participants shall submit an Emergency Contact Information Form to the Training Director annually; and, promptly inform the Training Director of any change of home address, email address, or telephone contact information of the Emergency Contact. Participants are required to immediately report training

injuries, accidents or “near miss” events (which could have caused an injury or illness) – no matter how minor - to their instructor.

### **Non-Discrimination & Non-Harassment Policy**

The 701 Training Fund believes in a strong policy of equal opportunity, and strives to ensure equal opportunity for all participants. The Fund accepts and trains participants in accordance with the standards set forth in Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and without regard to race, national origin, religion, sexual identity, physical condition, gender, or age. The Fund’s equal opportunity philosophy applies to all aspects of Fund training and apprenticeship.

### **Non-Harassment**

The Fund is committed to maintaining a safe, productive environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person’s sex, race, skin color, religion, gender, national origin, age, disability, sexual orientation, marital status, parental status, military discharge status, source of income, or any other characteristic of that person. The conduct can be carried out by an instructor or Fund employee, other participants, a Trustee, and non-employee third parties, such as a visiting speaker or a person with whom the Fund engages in business, such as an outside vendor. Actions, words, jokes or comments based on any one of the above factors or characteristics will not be tolerated and is subject to disciplinary action, up to and including dismissal from the Training Program.

### **Sexual Harassment**

Sexual harassment is conduct that is sexual in nature, is unwelcome, and denies or limits a participant’s ability to participate in or benefit from the Training Fund’s education program. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by an instructor or Fund employee, other participants, Trustee, and non-employee third parties, such as a visiting speaker or a person with whom the Fund engages in business, such as an outside vendor. Both male and female participants can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

Examples of sexual conduct include:

- making sexual propositions or pressuring participants for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other participants as to sexual activity or performance; or
- circulating or showing e-mails or Web sites of a sexual nature.

## **Scope Of The Training Fund's Anti-Harassment Policy**

Harassment can occur when the participant is in the classroom, shop, or receiving on-the-job instruction, as well as outside the classroom or shop, such as in a training program event or Fund related social event. The conduct can be verbal, nonverbal or physical. Anti-discrimination laws also prohibit harassment or retaliation against individuals for complaining about harassment, filing a complaint of discrimination, testifying or participating in any way in an investigation or lawsuit, or for opposing practices that a participant reasonably believes discriminate against individuals. If retaliation occurs, the Training Fund shall take strong responsive actions.

*Any employee, supervisor or manager engaging in unlawful harassment, including sexual harassment, or retaliation, will be subject to disciplinary action, up to and including immediate discharge. Any non-employee of the Fund or Trustee engaging in unlawful harassment, including sexual harassment, or retaliation, will be subject to appropriate Board of Trustees' action. Any participant engaging in unlawful harassment, including sexual harassment, or retaliation, can be subject to discipline, up to and including expulsion from the Training Program.*

## **Reporting and Procedure**

Anybody who sees unlawful harassment, including sexual harassment, occur must report it to the Fund's Program Director, or if the individual does not feel comfortable in reporting it to the Program Director, then to a Trustees of the Fund. The individual need not be the victim of the harassment. If a participant or a Fund employee reports the harassment, or a participant or Fund employee observes the harassment, the Fund shall inform the harassed participant of the options for formal and informal action and of the Fund's responsibilities, which are discussed below.

Regardless of whether the victim files a formal complaint or requests action, the Fund shall conduct a prompt, impartial, and thorough investigation to determine what happened and shall take appropriate steps to resolve the situation.

Any Fund employee, supervisor or member of the Board of Trustees who becomes aware of possible sexual or other unlawful harassment must immediately advise the Program Director, or if appropriate, a Trustee, so the harassment can be investigated in a timely and confidential manner and preventive action can be taken. Any manager who becomes aware of harassment, including sexual harassment, and fails to report such harassment to the appropriate persons will be subject to disciplinary action, up to and including discharge. Any member of the Board of Trustees who becomes aware of harassment, including sexual harassment, and fails to report such harassment to the appropriate persons will be subject to appropriate action by the Board of Trustees.

If other sources, such as a witness to the incident, an anonymous letter or phone call, or the media, report the harassment, the Fund shall respond in the same manner described above if it is reasonable for the Training Fund to conduct an investigation and the Fund can confirm the allegations. Considerations relevant to this determination may include, but are not limited to, the source and nature of the information, the seriousness of the alleged incident, the specificity of the information, the objectivity and credibility of the source that made the report, the ability to identify the alleged victims, and the cooperation from the alleged victims in pursuing the matter.

The Fund shall take all reasonable steps to investigate and respond to a complaint in a manner consistent with a request for confidentiality from a participant. If a participant insists that his or her name not be disclosed to the harasser, the Fund's ability to respond may be limited. The Fund shall also consider its responsibility to provide a safe and nondiscriminatory environment for all participants. The Fund shall weigh the confidentiality request against certain factors, including but not limited to the seriousness of the alleged harassment, the age of the harassed participant, and other complaints that the same individual has harassed others. Additionally, the Fund may report certain incidents to law enforcement if state or local laws so require. The Fund shall keep the participant who alleged the harassment informed of the status of the investigation.

The Fund shall notify the victim of the outcome of its investigation and of any punishments imposed upon the harasser(s) that directly relate to the victim. If the Fund determines that a participant was sexually harassed, the Fund shall take reasonable, prompt and effective action to end the harassment and prevent it from happening again to the victim or to others.

An individual who wishes to file a complaint with U.S. Department of Education, Office of Civil Rights, may do so by calling (800) 421-3481 for further information or check OCR's Web site at <http://www.ed.gov/ocr>. Generally, the complaint must be filed within 180 days of the date of the incident. Participants are not required to use the Training Fund's internal complaint procedures before filing a complaint with OCR.

#### **Suspension and Dismissal Appeal Process**

- Participants suspended from a training course by decision of the Training Director may petition the Program Director for re-admittance.
- Participants dismissed from the Training Program by decision of the Training Director and whose petition for re-admittance was denied by the Program Director may petition the Fund Trustees for readmittance.