

DISCRIMINATION AND HARASSMENT

Equal Employment Opportunity/Unlawful Harassment

The Program Sponsor is dedicated to the principles of equal employment and training opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, 40 and over, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, gender identity, military or veteran status, or any other applicable status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA, Pregnancy and Religious Accommodation

The Program Sponsor will make reasonable accommodation for qualified individuals with known disabilities. Trainees have the right to be free from discriminatory or unfair practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth, reasonable accommodation will be provided unless it imposes an undue hardship on the Program Sponsor's operations. Reasonable accommodations will be made for trainees whose training requirements interfere with a religious belief unless doing so would result in an undue hardship to the Program Sponsor or cause a direct threat to health or safety.

Sexual Harassment

The Program Sponsor strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All trainees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure.

E Light Electric Service Inc. Multi-Employer Program expects trainees to make a timely complaint to enable the Program Sponsor to investigate and correct any behavior that may be in violation of this policy. Report the incident to the E Light Electric Services Inc. HR department, E Light Electric Services Inc. Director of Education and Loss Prevention, or the Instructor who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. The Program Sponsor prohibits retaliation against any trainee for filing a complaint under this policy or for assisting in a complaint investigation.

EQUAL EMPLOYMENT | OPPORTUNITY PLEDGE

E Light Electric Services, Inc. will not discriminate against apprenticeship applicants or apprentices 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.

E Light Electric Services, Inc. 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.**

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 or apprentice based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

FILING A DISCRIMINATION COMPLAINT

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:

U.S. Department of Labor
 Office of Apprenticeship
 200 Constitution Ave., NW
 Washington, D.C. 20210
 Attn: Apprenticeship EEO Complaints
 Andrew Ridgeway 202-693-3536
 ApprenticeshipEEOcomplaints@dol.gov

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.

Insert EEOC contact information and Contact information for state fair employment practices agency, as applicable

The CDLE Equal Opportunity Officer Ron Arthur
 633 17th St., 12th floor
 Denver, CO 80202

EACH COMPLAINT FILED MUST BE MADE IN WRITING AND INCLUDE THE FOLLOWING INFORMATION:

1. Complainant's name, address, and telephone number, or other means of contact, for contacting the complainant.
2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination).
3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 or older), genetic information, or disability).
4. The complainant's signature or the signature of the complainant's authorized representative.



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