

# Creating Harassment-Free Registered Apprenticeship Programs

Registered Apprenticeship sponsors are responsible for creating environments where all apprentices feel safe, welcomed, and fairly treated. U.S. Department of Labor regulations require all Registered Apprenticeship Programs (RAPs) to create workplaces free from harassment and intimidation. This guide provides information for sponsors on how to meet those obligations.

## What is workplace harassment?

It is unwelcome or offensive conduct that is detrimental to an employee's performance, advancement, and/or mental health. It is against the law when harassment against apprentices or applicants is based on certain characteristics, including their race, color, religion, sex (including pregnancy and gender identity or expression), sexual orientation, national origin, age, disability, and genetic information – and if conduct creates an intimidating, hostile, or offensive work environment or results in an adverse employment action.

## Which RAPs are subject to U.S. DOL Equal Employment Opportunity Anti-Harassment Regulations?

Every RAP is required to follow EEO regulations to provide RAPs free from harassment and retaliation, regardless of how many apprentices are in the program. All RAP sponsors must adhere to these regulations. Sponsors of multi-employer RAPs can provide training on behalf of participating employers and must communicate all applicable EEO regulations to participating employers.



### Inside this guide:

- **Sponsor Responsibilities**
- **Accessing Training Resources**

**Building Futures' Apprenticeship Rhode Island initiative is a partnership with RI Department of Labor and Training to maximize the use of quality Registered Apprenticeships.** Registered Apprenticeship is a proven strategy for employers to recruit, train, and retain a skilled workforce and for Rhode Islanders to launch family-sustaining careers. We provide no-cost technical assistance to design, register, and implement Registered Apprenticeship Programs in new industries and occupations.

Visit [www.bfri.org/ari-EEO](http://www.bfri.org/ari-EEO) to access the other guides in this series.

# Sponsor Responsibilities



## **Anti-harassment training**

Provide regular training to all individuals involved in operating the RAP, including journeyworkers who work with apprentices.



## **Universal Access**

Ensure that all facilities and apprenticeship activities are available to all apprentices regardless of race, color, religion, national origin, sex (including pregnancy and gender identity and expression), sexual orientation, age (40 or older), disability or genetic information.



## **Maintain Privacy**

If the sponsor provides restrooms or changing facilities, provide separate or single-user facilities to assure privacy between the sexes



## **Implement Procedures**

Establish and implement procedures for handling and resolving complaints about harassment, intimidation or retaliation.

## **Required Components of Anti-Harassment Training**

- Communicate that unlawful harassment will not be tolerated.
- Define unlawful harassment.
- Explain that apprentices have a right to file a harassment complaint, are protected against retaliation, and provide information on filing a complaint.

### **Training should be:**

- Interactive - including active participation.
- Presented in person (preferably) or online.
- Provided routinely enough to ensure that all apprentices and staff that work with them are trained.

Sponsors must maintain documentation of the training provided.

**USDOL made a training you can use in your program.  
Visit [bfri.org/prevent-harassment](https://bfri.org/prevent-harassment) for access.**

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