



Discriminatory, Sexual Assault Prevention and Awareness Policy

This policy applies to all members of PTTI community, PTTI students, including employees, independent contractors and their employees, and volunteers. It applies not only to the treatment of subordinates and co-workers, but also to interactions with others who visit or work at or with the PTTI.



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Background



PTTI is committed to providing an environment that is free of discrimination and harassment and in which all individuals are treated with respect and dignity. This Discriminatory, Sexual Assault Prevention and Awareness Policy is one aspect of PTTI's overall commitment. PTTI will not tolerate sexual harassment, discrimination or discriminatory harassment.

This policy applies to all members of PTTI community, including employees, students, independent contractors and their employees, and volunteers. It applies not only to the treatment of subordinates and co-workers, but also to interactions with others who visit or work at or with the PTTI. This policy defines discriminatory harassment, sexual harassment, addresses the rights and responsibilities of the members of PTTI community, and describes how to avoid and report discriminatory harassment.

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What is Discriminatory Harassment?

Discriminatory harassment is threats, intimidation, harassment, coercion or violence that:

- Interferes with a person's civil or constitutional rights; and
- Is motivated in part by that person's actual or perceived race, creed, color, national origin, gender, sexual orientation, age, disability, or immigration or citizenship status or other protected status.

PTTI Policy

PTTI prohibits discrimination and harassment based on sex, race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, gender, gender identity, age (40 or older), pregnancy, childbirth, sexual orientation, or any other characteristic protected by local, state or federal law.

By this policy, PTTI prohibits not only actions that are severe enough to be unlawful, but also conduct that is not severe enough to be unlawful but is inappropriate in our workplace.

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Types of Discriminatory Harassment

1 Sexual Harassment is one form of discriminatory harassment. It includes unwelcome sexual advances or unwelcome physical, verbal, or visual conduct of a sexual nature. Sexual harassment may be perpetrated by either men or women against either men or women. Conduct that may constitute sexual harassment includes but is not limited to:

- Unwanted sexual advances.
- Offers of employment benefits for sexual favors.
- Withholding of employment benefits, or threats that employment benefits will be withheld, if sexual favors are denied.
- Physical conduct such as unwanted touching or blocking normal movement.
- Verbal conduct such as derogatory jokes, epithets, slurs, or stereotyping, or unwelcome comments about an individual's body or appearance.
- Visual conduct such as leering or displaying sexually suggestive objects or images in inappropriate settings.
- Written conduct such as vulgar or suggestive, notes or invitations.
- Electronic conduct, such as use of the e-mail system or the Internet to send or obtain pornographic or sexually explicit messages or pictures.

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Other Forms of Discriminatory Harassment include unwelcome and objectively offensive conduct directed at an individual or group of individuals based on any protected characteristic. Conduct that may constitute discriminatory harassment includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments or jokes, or slurs based on a protected characteristic.
- Visual conduct such as posters, cartoons, or drawings that denigrate or show hostility or aversion towards an individual or group based on a protected characteristic.
- Written conduct such as threatening or offensive letters, notes, or invitations.
- Electronic communication of verbally or visually harassing material.
- Physical conduct such as assault, impeding or blocking movement, or any physical interference with normal work or movement based on a protected characteristic.

Context Matters. Some conduct obviously constitutes discriminatory harassment - for example, a threat of termination unless a person submits to a sexual advance, or an office filled with racist signs. But whether other conduct constitutes harassment may depend upon the specific context.

How to Avoid Discriminatory Harassment?

- 1** All employees and students are responsible for ensuring a workplace free from discrimination. If another person is engaged in unwelcome behavior towards you and you feel comfortable doing so, you should tell the person that his or her conduct is unwelcoming and ask that it stop. In some cases, others may be unaware that their conduct is unwelcome or offensive to you. If you are not comfortable telling another person that his or her behavior is offensive or if doing so does not make the unwelcome behavior stop immediately, contact a Supervisor.
- 2** If another member of PTTI community tells you that your conduct towards him or her is offensive or unwelcome, and the conduct is not part of your work responsibilities, stop. Be aware that, even if no one asks you to stop, remarks or conduct that you do not mean to be offensive may make others unnecessarily uncomfortable. If you have any questions about this policy or about discriminatory harassment in general, consult a Supervisor.

How to Report and Respond to Discriminatory Harassment?

While PTTI actively seeks to prevent discriminatory harassment, PTTI can respond to specific instances and allegations of discriminatory harassment only if it is aware of them. Early intervention is the most effective way to resolve incidents of possible harassment. PTTI therefore encourages anyone who believes that he or she has experienced or witnessed discriminatory harassment to discuss the situation with his or her instructor or supervisor immediately. If you feel uncomfortable bringing a matter to your instructor or supervisor, you may speak instead with another instructor or supervisor or to the President of the Institution. Reports may be made about any member of the PTTI community, as well as visitors, vendors, and other persons with whom you come into contact as part of your work at PTTI.

All employees, students and individuals performing services for PTTI are required to comply with this policy and to cooperate with investigations of complaints of harassment.

Policy Against Discrimination




Anyone who has been harassed has an obligation to bring his/her concerns to the attention of their instructor or supervisor. Any PTTI instructor or supervisor who becomes aware of instances or allegations of discriminatory harassment by or against a person under his or her instructor or supervisory authority must report it immediately to the Human Resources Representative or President of Institution.

Upon receipt of a complaint, FM will investigate the allegations of discriminatory harassment within 1-2 business days. The scope of the investigation will depend on the specific nature of the complaint, but it will typically include interviews with the complaining person and the accused person, and frequently will involve interviews with any other witnesses to disputed events.

PTTI responds to all reports or complaints of discriminatory harassment thoroughly, promptly, and objectively. Complaints and investigations will be handled in as confidential a manner as possible, consistent with a full and fair investigation. Failure to cooperate or participate honestly in an investigation may be grounds for discipline up to and including termination.

Corrective Action

- 1 If an investigation confirms a violation of this policy, PTTI will take appropriate corrective action. Corrective action may include discipline. Disciplinary action will vary based on, among other things, the severity of the misconduct, and may include warnings, reprimands, suspensions, denial of salary increases or promotions, demotion, and/or termination.
- 2 PTTI will not tolerate retaliation against persons who report or charge discriminatory harassment or against those who assist or participate in any investigation of harassment. In this context, retaliation means speech or conduct that adversely affects another person's terms or conditions of employment and is motivated by an intent to harm the targeted person because of his or her participation in the making or investigation of an allegation of harassment. Any such retaliation — or any encouragement of another to retaliate — is a serious violation of PTTI policy independent of whether the claim of discriminatory harassment is substantiated. It also may violate the law. If you believe you have been subjected to retaliation in violation of this rule, you may use the procedures described above to complain and seek redress. Corrective action may result.
- 3 PTTI seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of discriminatory harassment may have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of discriminatory harassment must be made in good faith and not out of malice.



Knowingly making a false or frivolous allegation of harassment will be treated as a serious matter and may result in corrective action. Corrective action may include discipline. Disciplinary action will vary based on, among other things, the severity of the misconduct, and may include warnings, reprimands, suspensions, denial of salary increases or promotions, demotion, or termination.



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