

Apprenticeship and Training

Apprentice Reminders

The next scheduled union meetings will be Thursday, March 6 and April 3, 2008.

The Annual Review of Apprentices is scheduled for February 13. All apprentices must attend.

Turn in your monthly report form by the 7th of each month.

Please go to work everyday and be on time. If you must be absent please inform your employer.

Applicant Mechanic School

The applicant mechanic school will begin on Tuesday, February 12, 2008. School will meet on Tuesdays at 5:00 pm until June when they will meet Mondays and Wednesdays until completion in September.

Apprentice Competition

As we prepare for one of our apprentices to attend the Mid Atlantic States Master Apprentice Competition, we will be conducting our own competition to determine who will represent Local 24. The event will take place on Saturday, March 29. If you are interested in volunteering some time to help out that day, please call the apprenticeship office. We would encourage some member involvement in the program.



Asbestos Training

Supervisor Refresher Schedule

Monday and Tuesday, March 3 - 4	4:30 – 8:30 pm
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Asbestos Supervisor Initial

Monday thru Friday, March 24 - 28	7:00 am – 3:00 pm
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OSHA 10

Saturday, March 29	7:00 am
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It is your responsibility to attend classes. Please keep your expiration date in mind. The next scheduled training will be in July. You must call to register for class you wish to attend. (301) 498-9162

Apprentice OJT

While apprentices receive the technical skills needed to become a journeyman in the apprenticeship school, a crucial part of any apprenticeship program is the On-the-Job training received everyday in the field. Apprentices will not only receive the skills of the trade from skilled masters of their craft but they will also be exposed to the work ethic and life skills of an experienced work force. The apprentices are the future of your Union; keep that in mind when they are on the job.



Heat & Frost Insulators and
Asbestos Workers Local #24
Non-Discrimination and Harassment Policy

The Officers of the Heat and Frost Insulators and Asbestos Workers Local #24 recognize the right of all members to work in an environment where individual dignity is respected. Discrimination against or harassment of members by employers, supervisors, other members or other employees on the job site should not be tolerated. This also includes sexual harassment as well as discrimination or harassment on the basis of race, color, religion, sexual preference, age and disability.

Sexual harassment includes such conduct as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: (a) submission to such advances, requests or conduct is made a condition of employment or job status, either explicitly or implicitly; or (b) such conduct has the purpose or effect of unreasonably interfering with a member's work performance because it creates an intimidating, hostile or offensive environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, lewd or sexually suggestive touching or other physical conduct, or any display of sexually explicit pictures, magazines, cartoons or other graphic material.

Harassment includes verbal or physical conduct that denigrates or displays hostility toward an individual because of his or her race, color, religion, gender, sexual preference, national origin, or disability, or that of his or her friends, associates or relations, and that has the purpose of creating an intimidating, hostile, or offensive working environment or unreasonably interfering with a person's work performance, or otherwise adversely affects a member's employment opportunities.

Harassing conduct may include, but is not limited to:

- (a) epithets, slurs or negative stereotyping;
- (b) threatening, intimidating or hostile acts;
- (c) written or graphic material in the workplace that denigrates or displays hostility toward another because of his or her race, color, religion, gender, sexual preference, national origin, age or disability.

Any member who believes he or she has been discriminated against or harassed may report the incident immediately to the Business Manager, or to any Officer of Local #24, if the conduct involves the Business Manager. Upon receiving a complaint, the Business Manager and/or Officers of Local #24 will conduct a prompt investigation and, if the complaint is substantiated, will take appropriate action, including discipline of any individual found to have engaged in such action.

All members have the right to file charges of discrimination with the appropriate State and Federal anti-discrimination agencies. State and Federal law requires that the Union investigate claims of discrimination or harassment on the job. The Union will cooperate in the Business Manager's or Officers of Local #24's investigation consistent with its obligations under State and Federal law. Efforts will be made to ensure confidentiality, but absolute confidentiality cannot be guaranteed. Confidentiality will be safeguarded to the extent possible consistent with conducting a full investigation and the obligation to protect the rights of all involved.

Retaliation by the Business Manager or Officers of Local #24 against a member for reporting a complaint or participating in an investigation is prohibited and may constitute a separate violation of the law.