

TOOLBOX TALK #4

Anti-Harassment Efforts and Protocol



Harassment is a persistent and unacceptable issue within the construction industry, taking many forms such as hazing, inappropriate comments, unwanted contact, intimidation, and assault. No one should ever face harassment—on or off the jobsite. Every worker deserves a safe, respectful, and inclusive workplace. Harassment not only creates fear and discomfort, but also takes a serious toll on mental health, leading to stress, anxiety, depression, and reduced self-worth. It affects well-being and job performance alike. Harassment—whether verbal, physical, visual, written, or online—has no place in our industry or our union.

What is Harassment?

Harassment can include (but is not limited to):

- Unwanted jokes, comments, or gestures
- Offensive or degrading language
- Unwelcome physical contact
- Discriminatory remarks based on race, gender, age, religion, sexual orientation, or any other protected characteristic
- Threats, intimidation, or bullying behavior

GROUP DISCUSSION:

1. What is the company's established protocol for addressing harassment incidents?
2. What steps can I take to effectively support and advocate for a colleague who has experienced harassment?

The North Central States Regional Council of Carpenters (NCSRCC) is committed to helping create and maintain harassment-free workplaces for all of our members. To support this commitment, the Council has developed a comprehensive Anti-Harassment Protocol. This protocol ensures that when incidents of harassment arise, members have access to support services and trained advocates who are equipped to handle these sensitive situations professionally and confidentially.

Key aspects of the NCSRCC Anti-Harassment Protocol include:

- A confidential reporting process for members experiencing harassment
- Prompt, thorough investigation of all claims
- Assistance from trained union representatives
- Access to mental health resources and additional support services as needed

Please refer to the Anti-Harassment Protocol on the back page for specific guidance.

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Anti-Harassment Protocol Steps

Step 1:

- When a harassment incident occurs, members can contact a response to file a confidential complaint.

Step 2:

- The response agent will ensure that the member is physically safe, walk through the protocol steps, and take record of the initial complaint.
- If the member needs immediate medical attention, the response agent will contact 911.

Step 3:

- The response agent will ask the member if she/he wants to connect with TEAM, the union's Employee Assistance Program administrator, for further support. TEAM provides 24 hour/7 days a week support with personnel that are trained to assist in harassment situations. TEAM also offers members with ongoing support with trained counselors.

Step 4:

- A TEAM representative will:
 - Debrief and talk through the incident with the member
 - Inform the member of their options
 - Encourage the member to seek medical attention if needed
 - Provide the member with resources, support, and follow-up

Step 5:

- Once a member complaint has been filed, TEAM will notify the Union if further union action is suitable or requested. Union Legal will assign a response agent to assist as needed with an investigation or action process. Union Legal will also communicate with the company on the investigation outcome and possible resolutions.

Steps You Can Take After Being Harassed or Physically Assaulted

- Get yourself to a safe space and seek medical attention if needed.
- If physically assaulted, do not shower, wash hands or change your appearance.
- Contact your union response agent.
- Connect with TEAM for support.

Members can contact TEAM directly for safe and confidential support at anytime.

1-800-634-7710



NCSRCC Anti-Harassment Webpage