

Construction Trades License Training Corp.
Anti-Discrimination Policy
Updated March 2025

1. PURPOSE

Construction Trades License Training Corp. is committed to providing a work and study environment free from discrimination and harassment. We do not tolerate discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law. This policy ensures that all students, employees, applicants, and contractors understand our standards of fairness, respect, and professional conduct and provides guidelines for reporting and resolving any allegations of discrimination or harassment.

2. SCOPE

1. Applicability

- This policy covers all CTLTC staff (administrative, instructional, managerial), all learners (prospective or current), applicants, and contractors providing services on behalf of CTLTC.
- It applies to in-person settings, online learning environments, and CTLTC-sponsored activities.

Reasonable Accommodations

- CTLTC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.
- Any student or employee requesting accommodations should contact info@plumbingfoundation.nyc.

3. POLICY STATEMENT

1. Non-Discrimination Commitment

- We strictly prohibit discrimination and harassment based on any protected characteristic, including race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other category protected by applicable law.
- All students, employees, applicants, and contractors will be treated fairly and respectfully, in line with our core values and legal requirements.

2. Harassment-Free Environment

- CTLTC strives to maintain a positive and professional atmosphere free from bullying, intimidation, or offensive behavior.
- Violations of this policy may result in disciplinary action, including termination of employment or dismissal from our training programs.

3. No Retaliation

- We encourage all students, applicants, and employees to report any incidents of discrimination or harassment without fear of retaliation.
- Retaliatory behavior against individuals who lodge a complaint or participate in an investigation seriously violates this policy.

4. REPORTING AND ENFORCEMENT

1. Reporting Incidents

- Individuals who experience or witness discrimination or harassment should promptly notify the Administrator.
- Complaints can be made in person, via email, or through other official CTLTC reporting channels.

2. Investigation Process

- All reports are taken seriously and investigated promptly. CTLTC will preserve confidentiality to the greatest possible extent while allowing for a fair and thorough review.
- The reporting individual (complainant) and the accused (respondent) will be able to provide relevant information.

3. Consequences

- Violations of this policy may lead to disciplinary measures—such as remedial training, counseling, suspension, or termination—based on the severity of the offense.
- Corrective actions may also include changes to work or study arrangements, if necessary, to ensure a safe and respectful environment.

5. COMMUNICATION AND ACKNOWLEDGMENT

1. Staff Acknowledgment

- This policy is required to be reviewed and acknowledged by all CTLTC staff and is reviewed with all new hires during orientation.

2. Learner Notification

- Learners and applicants are informed of this policy in registration materials, course syllabi, and orientation documents which are shared electronically.
- CTLTC ensures the policy is readily available on the company website for ongoing reference.

3. Recordkeeping

- CTLTC electronically retains signed staff acknowledgments and documentation verifying learners' receipt of this policy for compliance purposes.

6. TRAINING AND REVIEW

1. Periodic Training

- CTLTC provides periodic training to staff and relevant contractors on anti-discrimination and harassment prevention to reinforce understanding of this policy.

2. Annual Review

- This policy is reviewed annually (or sooner if law or organizational practice changes necessitate an update).
- Any substantial revisions are communicated promptly to all staff, learners, and contractors.