



EMPLOY MILWAUKEE

Notice of Anti-Harassment Procedures

Employ Milwaukee, tau txais nyaj lug ntawm tseem fwm nraab federal Workforce Innovation and Opportunity Act (WIOA) xyoo 2014. Kws yog tug tau txais kev paab nyaj, EMI hab cov leeg lug paab yuav tsum ua raws le WIOA cov qaib lug yuav tsum ua hab EMI cov kev cai pum zoo.

Dlaim ntawv cai has txug tsi pub ua saib tsi taug

Txhua tug thov, tub koom teg, tuab neeg ua num, los sis lwm tug kws xaav paub yuav tsum muaj cai, yaam tsi ntshai leej twg ua phem, lug qha txug ib qho kev tsi txaus sab. Kev ua saib tsi taug muaj ob yaam: ***Ua saib tsi taug huv kev ua pleeg ua yi hab lwm txuj kev tsi pub ua saib tsi taug.***

Ua saib tsi taug yuav dleev ntxag

Ua saib tsi taug yuav dleev ntxag kws txwv huv Employ Milwaukee yog, tab sis tsi yog le nuav xwb, txhua tug yaam ntxwv phem, has lug hab tsi has los yog, muaj feem rua ib tug tuab neeg le quas puj los quas yawg, xaam tuab si: xaav dleev, thov kom sib dleev, chwv los tuav yaam tsi raug tso cai, hab lwm yaam kev xaav dleev ntxag kws tsi zoo nkauj. Cov pev txwv kws ua pleeg ua yi raug txwv muaj xws le:

- Kev Si dleev ntxag qheb rooj lug los tsi qheb lug pauv tej yaam num tau ua pub rua.
- Sib thaam los lwm yaam kev sib dleev ntxag ntawm cov tub ntxhais laag luam muaj 18 xyoo nrug cov yau (tsem muaj 17 xyoo raws kev cai los yau dlua ntawd).
- Tsi xaav kom chwv los tuav dlaab tsi le, nrug rua thaam qhov dlev, chwv, qha ua ntej, los qheb ncauj has tawm.
- Has lug xaav dleev ntxag, xws le has lug qhov dlev, tso qhov dlev los sis has txug, hab has mob tug kheej.
- Ua saib tsi taug, has phem, has thuj, los sis has lug le xaav xaav ua rua ib tug lo sib paab twg.
- Qha tawm tej yaam khoom, dluab, los tej yaam twg kws ua saib tsi taug, thuj, ua teg taw qha xaav dleev ntxag, los dluab lab qaab.
- Ua saib tsi taug, thuj, has sab, loss au ntawv xaav dleev ntxag, kaw suab, los xaa ntawv huv tshuav los xuv tooj (xws le ntawv, sau tsawg tsawg, e-mail, sau ntawv taam sim, xuv tooj, los sau ntawv lwm yaam los sib thaam pem).
- Txhua yaam cwj pwm tsi zoo has txug dleev ntxag kom muaj sab, ua phem, los ua kom mob.

Lwm hom kev phem kws raug txwv

Lwm hom kev phem kws raug txwv huv Employ Milwaukee nrug rua txhua yaam ntxwv, has lug hab tsi has, ntsig txug ib tug twg le haiv neeg, tsus tawv nqaj, kev ntseeg, cev xeeb tub, caaj ceg haiv neeg, noob nyoog, xiam oos qhab, saib nyam quas puj los quas yawg, paub txug noob caaj ceg, kev ua tub rog los pej xeem, xws le, tab sis tsi yog le nuav xwb:

- Tsi xaav kom chwv, thaiv kev, ua phem, ntaus, los hem.
- Has lug hem, xws le has lug mob los has sab, tso dlaag, has qug, has thuj, los has txug tej yaam tsi tsim nyog txug ib tug twg.
- Has lug thuj, has sab saib tsi taug, los has lug hem.
- Qha tawm tej yaam khoom, dluab, los tej yaam twg kws ua saib tsi taug, thuj, ua teg taw qha xaav dleev ntxag, los dluab lab qaab.
- Ua saib tsi taug, thuj, has sab, loss au ntawv xaav dleev ntxag, kaw suab, los xaa ntawv huv tshuav los xuv tooj (xws le ntawv, sau tsawg tsawg, e-mail, sau ntawv taam sim, xuv tooj, los sau natwv lwm yaam los sib thaam pem).
- Lwm hom kev phem kws ntsig txug ib tug twg le haiv neeg, tsus tawv nqaj, kev ntseeg, cev xeeb tub, caaj ceg haiv neeg, paub txug noob caaj ceg, kev ua tub rog los ua pej xeem kws yuav muaj kev cuam tshuam rua nwg le dlej num kws ua kom nwg raug thiam, ua phem, nyob huv dlej num.

Kev has tawm thaum raug ua saib tsi taug

Has thaum ntxuv hab ntxuv tiv thaiv yog txuj kev zoo tshaaj plawg lug dlaws teeb meem ua saib tsi taug. Cov tub luam yuav tsum tsi xob xaav tas cov thawj coj yuav paub txug cov kev ua saib tsi taug natwd lawm. Yog koj xaav tas muaj leej twg ua saib tsi taug koj lawm, koj yuav tsum has qhov teeb meem tawm taam sim rua rua tug tuav kev ncaaj nceeg, los sis lwm tug coj kws ua num nyob huv Employ Milwaukee. Ib tug thawj coj supervisor kws paub tas muaj kev ua saib tsi taug lawm yuav tsum qha rua tug coj Program Director kws nwg yuav tau qha rua tug thawj EO Officer/ Manager of Compliance taam sim. Tug thawj coj EO Officer/ Manger of Compliance yuav tau tshawb nrhav kom paub meej hab sai es yuav tsum nrhav kev khu hab muab txim kom tsim nyog raws le kev tshawb nrhav. Vim qhov kev kuj yuav puag ntsoog hab tsi zoo luj, hab nrov ncha ntawm kev ua saib tsi taug, Employ Milwaukee yuav tsi pub lwm tug twg paub txug kev has tawm tas muaj ua saib tsi taug nuav raws le yuav ua tau.

Kev sau tsi txaus sab

Txhua tsaab ntawv sau txug saib tsi taug, xaam tuab si cov ntawv teb tuaj rua cov tau has tawm tas muaj ua saib tsi taug, yuav raug tshawb nrhav kom meej hab ceev. Kev tshawb nrhav yuav muaj kev nug cov tuab neeg muaj feem cuam ua ke, hab thaum yog lub caij, nrug cov tuab neeg kws tej zag tau pum thau muaj kev ua phem los paub txug ntawd. Yuav kom pab tseeb hab tsi tuaj ib tog twg, tug tuab neeg kws raug ua saib tsi taug hab tug tawm tsaam los sis teb yuav tsi pub raug tshawb nrhav los muaj feem rua huv

kev txav txim sab. Thoob plawg lub caij tshawb nrhav ntawd yuav tsi pub leej twg paub txug kom zoo ib yaam nyob huv kev tshawb nrhav hab txav txim.

- Thaum txais tau tsaab ntawv tsi txaus sab lawm, tug thawj koj yuav has rua tug(cov) tuab neeg kws saib txug kev tsi txaus sab nuav kom tshawb nrhav, hab nug tug tsi txaus sab, tug teb qhov teeb meem hab txhua tug pov thawj saib qhov teeb meem puas muaj tag.
- Tsi pub dlhau **15 nub ua num** txij le nub xaa tsaab ntawv tsi txaus sab lug (los los nub tau has qhov teeb meem rua DWD), tug CEO los lwm tug kws ua tug tshawb nrhav yuav tau xaus kev tshawb nrhav hab xaa dlaim ntawv sau saib nrhav tau le caag moog rua Employ Milwaukee paab thawj koj Executive Committee.
- Yog pum tau tas yeej muaj kev ua saib tsi taug txhum cov kev cai nuav tag, tug thawj CEO yuav tau muab ib lub txim kom tsim nyog.
- **Tsi pub ntev tshaaj 5 nub thaum tshawb nrhav tav taag**, tug thawj CEO, CFO, tug Program Director, Human Resource Manager, los tug EO Officer, los tsuav yog ib paab ntawm cov muaj npe teev tseg nuav, yuav nrug tug tsi txaus sab hab tug lug teb teeb meem nyag thaam nyag, qha ob tog txug kev tshawb nrhav tau, hab qha kom paub txug kev yuav ua moog ntxiv. Kev txav txim sab nuav yuav muab sau ua ntawv hab muaj ib zaaj lug txug kev rau txim los tsi rau nyob ua ke huv tuab si.

Thov kom rov muab rov lug has dlua

- Tug tsi txaus sab hab tug lug teb teeb meem kuj yuav xaa ntawv tawm tsaam tau rua tug EO Officer saib cov lug tshawb nrhav tau puas muaj tseeb los tsi tseeb. Cov lug nuav yuav tsum xaa tawm tsi pub ntev tshaaj le 3 nub tom qaab lub rooj sab laaj cov lug xaus kws lug sib thaam txug cov lug tshawb nrhav.
- Kev thov kom muab rov lug has dlua nuav yuav tsum muaj luam dlaim ntawv tsi txaus sab ua ke nrug hab qha saib yog vim le caag tug tsi txaus sab txhaj tsi zoo sab yuav raws le sib khu nuav.
- Thaum txais tau dlaim ntawv tsi txaus sab lawm, Employ Milwaukee yuav tshawb nrhav, npaaj ib dlaim ntawv tshawb fawb, teem ib lub caij rua paab saib kev tsi txaus sab Grievance Committee lug sib thaam (tsi pub ntev dlau 30 nub ntawm nub sau ntawv tuaj txug), hab has rua txhua tog paub.
- Paab saib kev tsi txaus sab The Grievance Committee yuav saib cov ua nun coiv ntawv sau, kws yuav qha txug cov teeb meem, hab npaaj cov lug nug kom dlhos rua thaum muab rov lug has dlua.

Kev sib khu hab kev rau txim

Employ Milwaukee yuav teb kom sai hab tsim nyog rua tej yaam ntxwv tsi zoo nrug ua saib tsi taug, cais tuab neeg, los sis ua paj. Tej yaam tsim nyog kuj yuav tau ua txawm yog kev tshawb nrhav tseem tsi tau tav, hab kuj yuav qha rua tog kws has tawm qhov kev raug ua saib tsi taug kom paub. Tej yaam lug teb tom qaab kev tshawb nrhav yuav tag taw rua yaam kws tshawb nrhav tau xwb hab kuj yuav muaj ib los ntau yaam raws le nraag nuav: xaa moog rua kev muab tswv yim khu los sis txav txim xws le rhu tawm num, los sis has rua tub ceev xwm. Thov kom paub has tas txhua tug kws sib dleev ntxag nrug ib tug tseem yau tsi tau muaj 18 xyoo mas yuav raug qha rua tub ceev xwm taam sim kag.

LUG TSEEM CEEB QHA RUA TXHUA TUG TUJ SIV KEV PAAB

Cov tuaj siv kev paab kws ntsib kev ua saib tsi taug los sis kev ua paj yuav tsum zoo sab tas muaj txuj kev has tsi txaus sab nuav. Ib tug tuaj siv kev paab kws tsi siv txuj taug nuav kuj yuav txu nwg txuj ncauj ke muaj cai thaum xaav sib has plaub.

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EMPLOY MILWAUKEE ANTI-HARASSMENT POLICY ACKNOWLEDGMENT FORM

Kuv, _____, tau nyeem tsaab cai has txug kev ua saib tsi taug huv Employ Milwaukee. Kuv yeej paub txug kuv txuj cai raws le kevcai hab pum zoo yuav qha txhua xwm txheej ua saib tsi taug rua Employ Milwaukee tug muaj cai saib tsi pub dlhau ib nub tom qaab muab kev has tawm. Kuv pum zoo xaa cov ntawv has txug muaj kev ua saib tsi taug rua tug thawj Program Director los sis tug thawj koj lub tuam tsev ntawd taam sim kag.

Sau npe ua tug tsaj ntawv

Kus npe

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