

**AFFIRMATIVE ACTION PLAN**  
**METRO LME: STATIONARY ENGINEERS**  
**JATC, MA 1040**

As a sponsor of this industrial electrical apprenticeship program, The Metro LME: Stationary Engineers JACT will take all appropriate actions available to the committee to ensure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The committee will take the following proactive steps:

1. Before being accepted into the apprenticeship program as a new training agent, an employer bringing five or more applications into the program at the time of application will, prior to becoming a training agent, submit an Affirmative Action Plan approved by the committee and the Bureau of Labor and Industry.
2. For registered training agents having five (5) or more apprentices, the committee will notify said training agents to submit an annual report, upon request from the Bureau of Labor and Industries, documenting the company's continuing Affirmative Action steps in the recruitment and selection of apprentices for the previous year, the committee will report to BOLI the name of training agents having five or more apprentices in the previous year. Training agents should be prepared to include the following information upon a request from BOLI, and any other information the Apprenticeship and Training Division may require:
  - a. Confirmation of completed affirmative action activities listed in the company's affirmative action plan.
  - b. Results of the completed affirmative action activities.
  - c. Any documentation regarding the recruitment and selection of apprentices employed by the training agent responsibilities to the Council.

Training agents that have not actively pursued the approved strategies and/or who have not engaged in positive outreach activities will be cited to appear in order to discuss federal

requirements and obligations placed on the Committee and training agents by the Bureau of Labor and Industries. Training agents unable to ensure the committee of continuing good faith affirmative action effort in the selection and hiring of apprentices will face loss of training agent status.

3. The committee adopts the following practices in order to identify barriers in the industry to women and minorities:

The committee will track the specific reasons why individual minority and female candidates did not complete the program as a further assistance in developing methods for addressing primary barriers. This information will be available to any training agents with minority and/or women apprentices. Individual counseling will be available by the committee or staff members upon request.

4. The committee will participate in at least one community college and one community based organization job fair to promote apprenticeship. The committee will also prepare an annual mailing outlining the benefits of the apprenticeship program to local employer associations.
5. The committee will prepare an annual mailing, to approved training agents, reminding them of their obligation to make community based organizations aware of employment and apprenticeship opportunities.
6. If requested, the committee will supply a list of the companies affiliated with the program so that prospective apprentices can seek employment with those companies to positions themselves for selection as apprentices.

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Committee Chair

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Committee Secretary

**Revision Date: none**