

MEMORANDUM

STATE OF ALASKA
Department of Transportation and Public Facilities
Alaska Marine Highway System

“A Respectful Workplace” Classes ~ Spring 2012 Schedule

~This class also fulfills the AMHS shipboard “EEO/Preventing Sexual Harassment” MQ requirement~

Date: Wednesday, March 21st

Times: 13:00-17:00

Location: Ketchikan ~ UAS Voch Tech Campus ~ 600 Stedman St. Rm H101

Date: Saturday, March 31st

Time: 13:00 -17:00

Location: Juneau ~ Baranof Hotel ~ 127 North Franklin St. ~ Treadwell Room

Date: Friday, April 20th

Time: 13:00 -17:00

Location: Seward ~ AVTEC Main Campus, 809 2nd Avenue ~ Connected Ed Building

Registration: Go to the “Train Alaska” <https://aws.state.ak.us/TrainAlaska/> (link is posted on the “go-to” training website “The AMHS Learning Portal <http://amhslearningportal.alaska.gov/>). If you are in the Ketchikan, Seward, or Juneau area, access the Train Alaska site to sign up for the above March/April classes. For Crewmembers outside of these areas seeking travel authorizations to attend and or additional information contact Amy Wilson, Training Coordinator, via web-mail amy.wilson@alaska.gov or (907) 228-7254.

AMHS Equal Employment Opportunity (EEO) Certification: This class also fulfills the AMHS Minimum Qualifications (bid) requirement “EEO/ (Preventing) Sexual Harassment Certification”. If you do not have an AMHS EEO Certificate of Completion and/or you have never attended the “A Respectful Workplace” class it is highly recommended that you attend an upcoming class. *ARWP is presented every Spring in coordination with the “Steward” New Hire Orientations. Note: This class may also be taken year round; the class schedules are posted on the “Train Alaska” website.*

“A Respectful Workplace” Class Description: This half-day course is designed to provide employees with knowledge of their rights and responsibilities under key state and federal Equal Employment Opportunity laws. Employees also learn to recognize inappropriate behavior including sexual harassment and have knowledge of their choices in dealing with disrespectful behavior.

Upon completion of this half-day course participants will:

- ✓ Have knowledge of their rights and responsibilities under state and federal anti-discrimination laws.
- ✓ Have knowledge of how to recognize illegal, offensive, and disrespectful workplace behaviors.
- ✓ Understand that both supervisors and employees alike share the responsibility for creating and maintaining a respectful workplace that is free of harassing, intimidating, and/or discriminatory behavior.
- ✓ Have knowledge of how attitudes such as bias, prejudice and stereotypic thinking influence behavioral choices, which negatively impact the work environment.
- ✓ Have knowledge of the importance of taking personal responsibility in promoting respect in the workplace.

“Get Alaska Moving through service and infrastructure.”