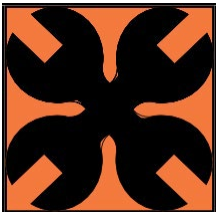




IRONWORKERS INTERNATIONAL CERTIFICATION PROGRAM

POLICIES AND PROCEDURES

January 5, 2021



**Policies and Procedures for the Ironworkers Rigging and
Signalperson Certification Program
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Policies and Procedures for the Ironworkers Rigging and Signalperson Certification Program

Application, Grading and Certification Confidentiality Policy

The Program Manager will review all application information verifying that all pre-requisite requirements are met. Acceptable application exams will then be graded, and certification cards will be issued to those who qualify. Exam scores whether pass or fail will be sent to the Candidate only. All qualified candidates passing both the written and practical examinations will be recorded as a Certified Rigger and Signal Person in the Ironworkers Apprentice Tracking System (IWATS), an electronic database accessible to all local union training centers. The ATS can be used to verify certification status of an individual by member number if the card is not available. QR code reader can also be used to verify certification. A list of certificants will be published annually.

Certification Expiration Policy

Certification is valid for a period of five (5) years based on the date of the successfully completed written, computer-based exam. To maintain certification, recertification must take place prior to expiration of the initial certification. The new five-year certification period will begin from the date of expiration of the candidate's initial certification. As most of the general practices in rigging and signaling do not change significantly, the need to recertify every five years is adequate to ensure continued competence.

Recertification

The recertification process is designed to ensure the continued competence of the Rigger and Signal Person by demonstrating specified levels of knowledge, skills, or ability throughout an individual's professional career. Certified Rigger and Signal Persons have demonstrated a certain level of knowledge and skill at the time of the exams. In no way does the certificant have knowledge of every rigging or signaling scenario and competence may diminish over time due to job change or industry advancements. With this in mind the certification will expire in five (5) years. During this five (5) year period it is anticipated the exam will be reviewed and if required, updated to accommodate industry advancements. Recertification will demonstrate the knowledge and skills required of an initial certificant. The five (5) year renewal consists of taking a Computer-Based examination (multiple choice) with the same objectives or blueprint as the initial exam and requires a passing score of 80% combined with a performance exam covering crane hand and voice signals, inspection criteria, rigging and hitch performance, and knots.



Record Keeping Policy

The IICB will retain candidate information for 5 years past the last certification expiration or as required by law. Information to be retained (either electronically and/or hardcopy) will include as a minimum:

- Candidate application(s).
- A copy of the letter of certification sent to Certified Rigger and Signal Persons.
- All written examination answer sheets and scores.
- All practical examination scoresheets.
- A copy of the required substance abuse test results submitted at the time of application.

All hard copy records will be scanned to a permanent electronic file and shredded. **NOTE:** Candidates/Certified Riggers & Signalpersons should report any changes in contact information, (e.g., address, telephone number, e-mail, etc.) to the IICB certification office as soon as possible. The IICB certification office can be reached at the address, telephone number, and email address listed below.

Examination Site Security Policy

Candidates who attend an IICB written examination acknowledge that they understand and will comply with the following rules:

- No cell phones, pagers, packages, books, unauthorized scratch paper, personal calculators, personal digital assistant devices, recorders, cameras, and/or other material will be allowed in the examination area.
 - The examinations are secure documents and are the property of the IICB. No part of the examinations may be photographed, copied, or reproduced in part or in whole by any means, including memorization.
 - None of the examination booklets, scratch paper or other documents associated with the examinations can be taken from the immediate examination area.
 - Candidates participating in any irregularity during an examination, such as giving or obtaining unauthorized aid or information, may be subject to immediate dismissal from the examination area with their examination(s) subsequently declared invalid.
 - Violations of any of the preceding policies may bar a candidate from further participation in the certification process.
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- Candidates will confirm by their signatures on the Written Examination Registration List that they have read, understand, and will comply with the above statements.

Exam Security Policy

Access to the exam will be limited to the approved exam candidates for the scheduled exam time. The exam proctor will use their ID and password to access the exam. The Candidate will be supplied a user ID and password. IW exams are copyrighted and cannot be copied or used for any purpose other than testing or opened by any person other than the examinees on test day. Test staff and examinees are prohibited from disclosing test questions or answers to anyone and if found doing so may be liable for



the expense of developing a new exam. Their certification and right to certify will be revoked. If a Proctor or Performance Evaluator is found to violate any of the exam security rules, they will lose the privilege to give the exams and the Local Union Training Center will lose its privilege to administer the exams.

Retaking an exam Policy

Candidates who do not pass a written or performance examination may take it a second time but not on the same calendar day. Contact the local training center to schedule the retest.

Candidates that do not pass a written or performance examination the second time must show documented completion of at least a 12-hour rigging course to take the exam a third time.

Candidates that do not pass the exam the third time and wish to take the exam again, must wait a minimum of 5 years from the date of the first exam or 2 years from the third exam whichever is longest.

Documented completion of another (not the same) 12-hour rigging course will have to be supplied to be eligible.

Candidates needing to re-take an examination(s) must call the Local training center prior to the scheduled examination date. "No exceptions"

Exam Integrity

NOTE: An exam cannot be taken more than 3 times in 5 years. 12 hours of documented training after 2nd attempt. Another 12 hours of training after 3rd attempt and 2-5 year waiting time.

Candidate confidential Information Policy

Release of Information

The IICB will release information regarding certification status to any employer, government agency, person, or entity that submits a request. Released information will be limited to the individual's name and current certification status.

No information concerning the written or practical examination scores, results of substance abuse tests, ADA accommodations provided, and/or any other personal data will be released without prior written authorization from the individual or the individual's legal representative.

Substance Abuse Policy

Candidates applying for either initial certification, or recertification, must comply with the Ironworkers International Certification Boards Substance Abuse Policy. It is the policy of the Iron Workers International Certification board that certified personnel shall not perform duties related to their certification while under the influence of any substance that impairs or may reasonably be expected to impair their ability to work safely in the workplace.



This includes alcohol, illegal drugs, controlled substances, prescribed or over the counter substances or any other substance that impairs or may reasonably be expected to impair the ability to work safely.

A refusal to submit to a required substance abuse test shall be treated as a positive test. It is a requirement those certified by the IICB agree to comply with this substance abuse policy.

Disciplinary Policy

Candidates may be barred from further participation in the certification process for violation of any of the testing requirements as listed under Examination Site Security in the Candidate manual, or if there is clear, undisputed, and documented proof that the candidate has intentionally attempted to undermine the program's operations in other ways not listed herein.

A violation of the following rules will result in certification status being revoked:

- Certification expiration date is exceeded without recertification.
- Failure to maintain membership.
- Falsifying information on any document submitted to the IICB.
- Falsifying a certification card or document or misrepresenting or misusing the IICB Certification card or the IICB acronyms and Logos.
- Violation of the IICB Substance Abuse Policy.
- Clear, and documented proof of performance demonstrating a critical lack of knowledge, skills, safe operation, and/or abilities necessary to justify continued certification.

A violation of the following rules may bar a candidate from further participation in the certification process.

- Bringing any of the following into the examination area: cell phones, pagers, scratch paper, personal calculators, personal digital assistant devices, recorders, cameras, or anything that would be used to copy the exam or aid in getting the answers to the exam.
- Taking the exam, scratch paper or any document associated with the exam from the immediate exam area.
- Participating in giving or obtaining unauthorized aid or information.
- Being unruly or disruptive during an exam.
- Refusing to sign exam agreement
- Falsifying a certification card or document.

Procedure

The program Manager will monitor certification expiration, and membership status through the Ironworkers databases. If any of the above expire the Certification will be suspended and the member notified by email that their certification has been suspended for stated cause.



The Program Manager will review all violations or complaints brought to his/her attention by the Test Proctor, Exam Candidate, or other interested party. All violations or complaints with merit will be brought to the attention of the Board.

The IICB will evaluate and decide all cases involving the potential barring of a candidate from participation in the certification process or the suspension or revocation of certification due to any cause other than the normal expiration of certification(s) and/or the expiration of required document(s). The IICB recognizes the sensitive nature of such proceedings and the need to not only make a fair and impartial decision based on the facts, but to also ensure proper safeguarding of any personal information used in the process. Notification of the barring from participation in the program, or the suspension and/or revocation of any certification(s), will be made in writing. Appeals of these decisions are permissible.

All violations or complaints pertaining to the Certification program can be emailed to the IICB at IICB@IWINTL.org

Appeals Policy

Appeals must be submitted in writing and received by the IICB no later than 30 days after the notification of the Board's decision. The appeal should state why the Board's decision should be changed. The appeal should include all appropriate documentation. The IICB will report its decision in a final decision letter within 90 days of receipt of the appeals letter and documentation.

Further information and submitted appeals must be addressed to: Ironworkers Certification program, 1750 New York Ave., Washington, DC 20006. Attn: IIC Board of Directors

Breaching this Agreement

If the IICB determines that an individual has disclosed confidential information or otherwise breached this Confidentiality Policy, the IICB may bar the individual from seeking certification and may revoke an existing certification. Additionally, actions that compromise exam material will make the individual responsible for the expense of recreating the exam. If a Test Proctor or Performance Evaluator is found to violate any terms of this Policy, they may lose the privilege to give the exams and the Local Union Training Center may lose its privilege to administer the exams. Confidential information shall mean test development, test questions, test content areas, test related materials testing process, and certain information concerning candidates.

Policy Prohibiting Harassment, Discrimination and Retaliation, with Complaint Procedure

POLICY STATEMENT

The Ironworkers International Certification Board ("IICB") is committed to providing equal access and opportunity for the Rigger and Signalperson certification exam to all members of the International Association of Bridge, Structural, Ornamental, and Reinforcing Ironworkers ("IABSORIW") regardless



of race, color, national origin, age, religion, sex, sexual orientation, gender identity, or any other classification protected by law.

The IICB strives to create and maintain a testing environment in which people are treated with decency and respect. The environment of the testing and certification process should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. The IICB will not tolerate unlawful discrimination, harassment or retaliation of any kind.

All Subject Matter Experts, Administrators, Board members, Proctors, and Examiners, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any individual who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

PROHIBITED CONDUCT UNDER THIS POLICY

1. Discrimination

a) It is a violation of this policy to create discriminatory testing conditions; to discriminate in employment opportunities, benefits or privileges; or to use discriminatory

evaluative standards in the Rigger and Signalperson certification if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, status as a victim of intra-family violence, genetic information, disability, source of income, and place of residence or business.

b) Discrimination of this kind also may be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these antidiscrimination laws.

c) Discrimination in violation of this policy will be subject to sanctions up to and including termination.

2. Harassment

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind, and the IICB will take appropriate action swiftly to address any violations of



this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) that, in the candidate's opinion, impairs his or her ability to perform the written or practical exam.

Examples of harassment are:

1. **Verbal:** Comments that are not flattering or are unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, physical disability or appearance. Epithets, slurs, negative stereotyping.
2. **Nonverbal:** Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, gender identity, marital or other protected status.

4. Sexual Harassment

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment decisions...or such conduct has the purpose or effect of...creating an intimidating, hostile or offensive working environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

1. Is made explicitly or implicitly a term or condition of certification.
2. Is used as a basis for a certification decision.
3. Unreasonably interferes with a candidate's testing performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature (that a reasonable person would consider acceptable). It refers to behavior that is unwelcome,



that is personally offensive, that interferes with testing effectiveness. Sexual harassment may take different forms

Examples of conduct that may constitute sexual harassment are:

1. **Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or “kidding” that is oriented toward a prohibited form of harassment, including that which is sexually oriented and considered unwelcome.
2. **Nonverbal:** The distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, photos, text messages, Internet postings, etc., that is sexual in nature.
3. **Physical:** Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

Normal, courteous, mutually respectful, pleasant, noncoercive interactions between employees and candidates, including men and women, that are acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. **“Quid pro quo” harassment**, where submission to harassment is used as the basis for employment decisions. Only someone with the authority to grant benefits, such as passing the exams, can engage in quid pro quo harassment. Example: A test proctor promising a candidate certification if she goes on a date with him; a test proctor telling a candidate she will fail him if he does not have sex with her.
2. **“Hostile work environment,”** where the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the work or testing environment, whether it be test proctors, other employees, union members, vendors, etc. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, emails, cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.



RETALIATION

No hardship, no loss or benefit, and no penalty may be imposed on a candidate or an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator.

Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions up to and including termination.

THE COMPLAINT PROCESS

Individuals who believe that they have been discriminated against, denied access or opportunity during testing or the certification process should contact Human Resources at jcapitelli@iwintl.org or Iron Workers, 1750 New York Ave., NW, Suite 700 Washington, D.C. 20006

Any person electing to utilize this complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the candidate nor will it have an adverse impact on the candidate's certification status. While reporting such incidents would be a difficult personal experience, allowing harassment activities to continue will most certainly, lead to less desirable outcomes. For that reason, individuals are strongly urged to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

1. Confidentiality

During the complaint process, while the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the IICB cannot

be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the IICB's legal obligation to act upon the charge and the right of the charged party to obtain information.

In most cases, however, confidentiality will be strictly maintained by the IICB and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

2. Complaint Procedure

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination or retaliation.



1. A candidate who feels harassed, discriminated or retaliated against may initiate the complaint process by informing Human Resources. If an individual becomes aware that harassment, discrimination, or retaliation has occurred or is occurring, either from personal observation or as a result of a candidate coming forward, the individual should immediately report it in writing to Human Resources. If the candidate or individual prefers to report the alleged conduct to someone other than Human Resources, he/she may report it to the IICB Program Director at IICB@iwintl.org or National Training Fund 1750 New York Ave., NW, Washington, D.C., 20006
2. Upon receiving the complaint or being advised by an individual that violation of this policy may be occurring, the Investigator (either the HR Manager or someone else designated as such) will review the information and may initiate an investigation to determine whether there is a reasonable basis for believing a violation of this policy occurred. The case may be reviewed by the IICB's legal counsel.
3. During the investigation, the complainant, and/or the respondent and/or any witnesses may be interviewed to determine whether the alleged conduct occurred.
4. If it is determined that harassment or discrimination in violation of this policy has occurred, the Investigator will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made by the complainant; (iii) prior complaints made against the respondent; (iv) the quality of the evidence (first-hand knowledge, credible corroboration, etc.).
5. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken.
6. Upon the conclusion of the investigation, the Investigator will confer with the complainant and the respondent separately in order to notify them of the findings of the investigation and to inform them of the action being recommended.
7. The complainant and the respondent may submit statements to the Investigator challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the Investigator in which the findings of the investigation are discussed.
8. After the Investigator confers with the complainant and respondent, IICB Program Director will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the Investigator and other staff as may be appropriate and decide what action, if any, will be taken. The Investigator will report the IICB's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The IICB's decision will be in writing and will include finding of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the sanction will be stated.



E. ALTERNATIVE LEGAL REMEDIES

Nothing in this policy shall prevent the complainant or the respondent from pursuing formal legal remedies or resolution through state or federal agencies or the courts.

ADA POLICY & PROCEDURE

POLICY

The Ironworkers International Certification Board (“IICB”) supports the Americans with Disabilities Act and the Americans with Disabilities Amendments Act. The IICB will not discriminate against any individual based on a disability and, when needed, will provide reasonable accommodations to candidates who are qualified for the job of a Certified Rigger and Signalperson, with or without reasonable accommodations, so that they may perform the written and practical exam and perform the essential job duties of a Certified Rigger and Signalperson

PROCESS

Upon written request, the IICB will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a Certified Rigger and Signalperson, in conformance with the Americans with Disabilities Act (“ADA”). When a candidate with a disability requests accommodation for the written or practical exam and can be reasonably accommodated without creating an undue hardship or causing a direct threat to safety during the exam, he or she

will be given the same consideration for certification as any other applicant. Candidates who pose a direct threat to the health, safety and well-being of themselves or others during the exam, when the threat cannot be eliminated by reasonable accommodation will be denied certification.

Individuals who are currently using illegal drugs are excluded from coverage under this

ADA policy. Candidates applying for either initial certification or recertification, must agree to the IICB substance abuse policy

The IICB is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

PROCEDURE

Requesting Accommodation

Candidates requesting such accommodations are required to submit professional documentation in support of their written request to the IICB Program Director no later than thirty (30) days prior to the scheduled examination date. IICB@iwintl.org or National Training Fund, 1750 New York Ave., NW, Washington, DV 20006



Identifying Need

Upon receiving the reasonable accommodation request, the IICB Program Director will contact the candidate to conduct an informal, interactive discussion. The discussion will include the following steps:

1. A review of the testing requirements and the job duties of a Certified Rigger and Signalperson to determine the essential functions from the marginal or auxiliary functions.
2. A determination of how the candidate's disability limits their ability to take the written and practical exam and to perform the essential functions of the Certified Rigger and Signalperson in order to identify the candidate as a qualified individual with a disability.
3. Identify potential accommodations and assessment of the effectiveness of such accommodations on the candidate's job and test performance.
4. Identification of the type of accommodation needed. The Job Accommodation Network can be contacted for assistance in making this assessment at 1-800-232-9675 (Voice/TTY) or through their website.
5. The candidate's preference of accommodation will be considered. The IICB has the right to select among the alternatives available, as long as they are effective.
6. Selection and implementation of the effective reasonable accommodation by IICB will occur as soon as possible. The IICPB Program Director will continue to communicate with the candidate to discuss timelines for obtaining the accommodation and any possible delays.

Medical Documentation and Confidentiality

If the disability is not obvious and there is no other medical information already on record for the Candidate, the IICB may require the candidate to provide documentation from a physician or other medical professional concerning the existence and extent of the disability.

The candidate's medical information will be maintained in a separate confidential file. Any information regarding the candidate's condition will only be made available on a need to know basis.

ADA Determination

After meeting and reviewing medical documentation, The IICB Program Director will determine whether the candidate is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. The plan will:

1. State whether the candidate is a "qualified individual with a disability" as defined by the ADA.
2. Outline the candidate's essential job functions needing accommodation.
3. Recommend types of accommodation.
4. Determine whether any accommodations cause undue hardship or poses a direct threat.



Types of Reasonable Accommodation

Accommodation will be determined on a case by case basis. The IICB program director will work closely with the candidate and test proctor to ensure that reasonable accommodation is provided and effective.

The candidate's preference of accommodation will be considered. IICB has the right to select among the alternatives available, as long as they are effective.

1. Some accommodations cost little or no money. Changes may include additional time to complete the written test or small changes in worksite setup for the practical exam.
2. Some accommodations are technologically simple and easily achieved. Examples: accessible door handle, magnifier, additional lighting.

Complaint Form and Procedures

Any candidate who believes that they have been subjected to unequal treatment or discrimination prohibited by the ADA may file a written complaint with the IICB. A formal complaint must be filed within 180 days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint should be submitted to Human Resources at jcapitelli@iwintl.org or Iron Workers, 1750 New York Ave., NW, Suite 700 Washington, D.C. 20006

Terms Used in This Policy

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of



disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADA regulations.

- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of a Certified Rigger and Signalperson.
- **Reasonable accommodation:** Includes any changes to the exam environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, modified testing schedules, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the IICB. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the local testing facility involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- **Essential functions of the job:** Term refers to those job activities that are determined by the IICB to be essential or core to performing the job of a Certified Rigger and Signalperson; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Exam Development, Delivery, Security and Maintenance

Exam Development Records

Exam Development records such as examination data and reports required to provide evidence of validity and reliability of the examination shall be maintained for a minimum of 10 years but should be kept indefinitely. All hard copy records will be scanned to a permanent electronic file and shredded.

Subject Matter Experts

SMEs must be active in the industry and have a strong background in rigging and crane signaling. To avoid undue or disproportionate influence the panel of SMEs must represent the relevant characteristics of the certified population. They should represent multiple area of the country and sectors of the trade. IE Foreman, Journeyman, Trainer, Etc.



Exam Proctors

All exam Proctors must have a current rigging and signal person certification. They must take the IICB proctor and observer training course and agree to all the requirements of the proctor's agreement and Proctor and Observer Training agreement. They must be familiar with and follow the proctor and observer training manual and the Proctor manual for the Performance Evaluation. They are responsible to verify the test facility, computers, equipment and materials meet the IICB requirements. They are required to verify the candidate's identity and there is no prohibited behavior. The Proctor is also required to fill out an incident report if warranted.

Exam Observers

All exam Observers must have a current rigging and signal person certification. They must take the IICB proctor and observer training course and agree to all the requirements of the Observer's agreement and Proctor and Observer Training agreement. They are responsible for observing the proctor verifies the test facility, computers, equipment and materials meet the IICB requirements. They are to observe that the proctor verifies the candidate's identity and there is no prohibited behavior. The Observer must fill out and sign an Observer checklist for both the computer-based exam and the performance exam. The Observer is also required to fill out an incident report if warranted.

Program Review

The IICB Rigging and Signal person Certification program will be reviewed every five years. This will include updating the IICB Bylaws, Policies and Procedures, Candidate Manual, and exams.

Exam Errors

All comments and questions pertaining to the exam will be reviewed and any that lead to exam errors will be addressed immediately. If the erred question was answered wrong and caused a failure it will be removed from the candidate's exam and the exam will be re-scored. This is to prevent the candidate from suffering the error. The question will be fixed and added back to future exams.

Exam updates

The existing 2 written exams and performance exam were developed using Subject Matter Experts, a Job Analysis Facilitator and Psychometric expert from NOCTI Business Solutions (NBS) to conduct an appropriate Job Task Analysis (JTA). From there a survey verified the test domains and the exam items were developed. The exams were piloted and equated to verify the two exams matched as noted in the Technical Assessment and Validation Report. Any future exam will go through the same development and equating process.

As the exams are given on a Learning Management System it is easy to view item statics which will be used for any exam updates.

Exam Proprietary and Confidential Information Policy

The Rigger and Signalperson Certification Exam contain proprietary and confidential information. It is the Policy of the Ironworker International Certification Board ("IICB") to keep test development, test questions, test content areas, test related materials, testing process, and certain information concerning the candidates confidential. Subject Matter Experts("SME"), Test Proctors and any other individual that handles material related to the certification program shall not discuss any aspects of the tests, test development, or the testing process with anyone except the IICB contact person(s).



This includes but is not limited to test questions; test content areas; and candidate performance on tests. These individuals shall ensure that all test related materials are kept in a secure location and will return all materials to the IICB. Additionally, they will not expose test materials to any unauthorized person(s) or share in any way information pertaining to the test. Therefore, any individual that has handled test materials whether completed or in development stage must wait two years after access has ended to be eligible for the examination and must not deliver exam preparation materials for the same 2 years.

Candidates shall not discuss with any other candidate or individual the test questions, the test content areas, or the test for the practical exam. The integrity of the certification process requires candidates to not have advance knowledge of what is contained in the exam.

To ensure security of the written and practical examination, the Confidentiality Policy applies to and shall be signed by all Subject Matter

Experts, Administrators, Board members, Proctors, Examiners, Certification Candidates, and consultants prior to the exposure of any test materials.



Ironworkers Certification Confidentiality Agreement

For:

- Subject Matter Experts
- Test Proctors
- Examiner
- Others handling test materials related to the Ironworkers International Certification Board (IICB) or certification programs,

I accept responsibility for maintaining the strict confidentiality of all test-related materials.

I will not discuss any aspect of the tests, test development, or the testing process with anyone except the IICB contact person(s).

This includes but is not limited to test questions; test content areas; and candidate performance on tests. I will not retain or make any test copies or related materials. I will ensure that all test-related materials are kept in a secure location and I will return all materials to the IICB. I agree to not expose test materials to any unauthorized person(s) or to share in any way information pertaining to test contents. I will refrain from any activities which would pose a conflict of interest including but not limited to providing private instruction/training to potential examinees.

If it is determined that a test has been compromised by my actions or inaction, I understand that IICB may choose to seek financial damages against me equal to the cost of developing a new test.

I will read all instructions that accompany the testing materials and will abide by all requirements. I have read and understand the provisions of this confidentiality agreement, and my signature below signifies that I agree to the terms of this agreement without reservation.

Signature _____ Date _____

Print Name _____

Phone _____ Email Address _____



Candidate Confidentiality Agreement and Exam Rules

Exam agreement for Certification Candidates prior to exam:

Name

Member #

I confirm by signature that all documents provided to prove eligibility are legitimate, and I have read, understand and will abide by the rules for examination, confidentiality and maintaining certification as outlined in the candidate manual. I also understand that a violation of these rules may bar me from seeking certification or may revoke an existing certification and that actions that compromise exam material will make me responsible for the expense of recreating the exam.

I also understand that the IICB will release information regarding certification to employers, Government agencies, persons or entities that submit a request. This information will be limited to name and certification status.

Signature

Date



CONFLICT OF INTEREST AND CODE OF CONDUCT FOR IICB MEMBERS AND RELATED PERSONNEL

The following code of conduct will be adapted to and followed by each of the following: IICB Board Members, Related Personnel. (Staff, SME's ECT.)

Note: A **conflict of interest** is a situation in which an individual has private or professional interests that conflict with his/her other professional interests or responsibilities. These types of conflicts may make it difficult for a person to fulfill his/her professional responsibilities impartially. The perception of a conflict of interest may be as serious as an actual conflict of interest.

The Ironworkers international Certification Board (IICB) has adopted the following Code of Conduct that all Board members, related personnel (Staff, SME's Etc.) agree to adhere to by signing below:

1.) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No Board member or related personnel of the IICB shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as Board member or other duties with the Ironworkers international Certification Board. Members or related personnel of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved or completed that will or may result in a conflict between the best interests of the IICB and the Board member's or related personnel's personal interests, That person has a duty to immediately disclose the conflict of interest so that the rest of the decision making will be informed about the conflict or potential conflict.
- b) It is everyone's obligation, in accordance with this policy, to ensure that decisions made reflect independent thinking. Consequently, in the event that any person receives compensation from the IICB such compensation will be determined by and approved by the Board members (except if a Board member is personally affected by the decision) in advance of the service being performed.
- c) Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member or related personnel, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members and related personnel to disclose conflicts of interest and potential conflicts of interests. Conflicts of interest should be disclosed by the affecting person but can be disclosed by anyone with knowledge of the conflict.
- d) Anyone having a conflict of interest shall recuse him or herself from consideration of the matter at hand and shall not vote or use his or her personal influence to address the matter. He or she shall not be counted in determining the quorum for the meeting.
- e) All conflicts disclosed will be made a matter of record and if applicable in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member or Related Personnel with a conflict abstained from the vote and or decision [and was not



present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.

- f) Any new Board member or Related Personnel will be advised of this policy during orientation and will be reminded of the Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- g) This policy shall apply to the Board member's and Related Personnel's personal interests and shall also apply to the interests of any member's immediate family.

2. Confidentiality

Board members and related personnel are reminded that confidential exams, decisions, materials, financial information, personnel matters, and other matters concerning the organization, staff or clients/consumers may be included in materials or discussed from time to time. They should not disclose such confidential information to anyone and shall keep such confidential material in a secure and private location.

3. Active Participation

You are expected to exercise the duties and responsibilities of your positions with integrity, collegiality, and care. This includes:

- Making attendance at all meetings a high priority.
- Being prepared to discuss the issues and business on the agenda and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all board and committee meetings.
- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- Observing established lines of communication and directing requests for information or assistance to the executive director.

I, _____, recognizing the important responsibility I am undertaking in serving as a _____ of the Ironworkers International Certification Board hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role and to abide by this Code of Conduct at all times. I understand that failure to abide by this Code of Conduct may result in my removal as a _____, pursuant to the requirements and processes provided in the organization's governing documents.

Signature: _____ Date: _____