History and Mission

The Apprenticeshop was founded by educator Lance Lee in 1972. Its design was inspired by the philosophy of Kurt Hahn—who maintained that education should encourage thought and action: not one or the other, but both at once. Lee chose boatbuilding as his medium because he believed in its transformative power. We still believe that today. The mission of the Shop is “To inspire personal growth through craftsmanship, community and traditions of the sea.” In line with this mission, hundreds of apprentices, interns, volunteers, and visitors have passed through our doors and left changed, just as hundreds of wooden boats have left the Shop floor for new lives on the water.

Apprenticing is a time-honored tradition that has been practiced through the centuries, and we continue this style of education in the Shop today. Learning boatbuilding is a demanding discipline, one that requires decision-making, problem-solving, care, patience, and time. The idea behind our programs is simple: learning to do anything is best accomplished through direct experience. When an apprentice starts with the lines of a boat on a lofting table and carries the project through all the subsequent stages of mold-making, framing, planking, decking, and finish work to produce a fully rigged boat ready for launching, a great deal of learning happens in a relatively short amount of time. It is a process that not only fosters self-discipline and craftsmanship, but also sharpens one’s problem solving skills and aesthetic eye.

Apprentices are guided by instructors through every stage of traditional wooden boatbuilding. They usually begin their two-year tenure by building a Susan Skiff and complete their apprenticeship with the launching of their final vessel. Apprentice crews are determined by Shop staff based on project needs, as well as individual goals and experience levels. We often try to pair newer students with more experienced ones, creating an environment where builders are teaching their peers and working together to solve the challenges presented by their project.

During their time at the Shop, apprentices can expect to build anywhere from two to four boats, depending on the size and length of each project. We typically build traditional plank on frame (carvel) boats or clinker (lapstrake) boats. Since we rely on customers to commission boats, there are often several different designs being constructed side-by-side in the Shop at any given time. This gives students the opportunity to learn a great deal from other apprentice crews. New builds account for the majority of the work we do, but restorations are incorporated into the apprentice program as well.
Some recent work by apprentices at the Shop:

- 26' Mackinaw
- 38' Dublin Bay Sloop
- Whitehalls ranging in size from 13’ to 18’, both with and without sailing rigs
- Peapods ranging in size from 13’ to 18’, both with and without sailing rigs
- 22’ and (3) 24’ Carney Lobsterboats
- 30’ Leonard Whaleboat
- Murray Petersen 18’ Old Gaffer
- Great South Bay Scooter (ice boat)
- Dark Harbor 17’ restoration
- Friendship Sloop restoration
- Alton Wallace Westpointer restoration
- 22’ Gillmer Yawl “Blue Moon”
- Abeking and Rasmussen Yacht Tender
- Wianno Jr. replica
- 18’ Pulling boat “Liz” with custom cherry sliding seat
- Haven 12 1/2 daysailer
- The Weymouth Boat: a replica of a longboat from 1605
- Replica of 29’ New Bedford Whaleboat for the Charles W. Morgan

A NOTE TO 12-WEEK STUDENTS:

While much of the following programmatic information is geared towards our 2-year apprentices, this handbook provides important information about expectations, conduct, school schedule, etc. that applies to all of our students. Please read it carefully.

What To Expect

At The Apprenticeshop, there are no classes, no grades, and no homework. Each apprentice has his or her own style of learning and pace at which to work, and we encourage apprentices to approach problems differently. As a result, we do not treat teaching in the traditional way. Instructors (and other apprentices!) are always available for support; they are there to answer questions or work with you as you move to a new stage in the building process. They will happily show you how to sharpen a tool or adjust a hand plane. But they will not hold your hand every step of the way. We place the responsibility for learning on the student.

We provide access to knowledgeable people and an environment rich with opportunities to learn. You as the student have the choice to take advantage of what we offer. Don’t be
afraid to ask questions of your instructor, your project partners, a more senior apprentice, or an alum. In boatbuilding, there is hardly ever one way to do something. But those who are more experienced can give you little tips and tricks of the trade that make a complicated task easier. Very often, your question might be answered with another question, then a discussion, and in the end, we may have discovered a new way to solve a problem together.

**Orientation – The Susan Skiff**

Coming into a new shop can be confusing, even for an experienced woodworker. The first few months at the Apprenticeshop are meant to help familiarize new apprentices with the workspace, tools, safety guidelines, and operating systems.

Almost all apprentices begin their time here by building a 12-foot, flat-bottomed Susan Skiff. This project provides an excellent platform for learning the basics of boatbuilding. Although the duration of the Susan Skiff project may vary depending on students’ previous knowledge and skills, the boat should take approximately 3 months.

This time is dedicated to the beginner’s learning process, with more direct instruction and guidance to get new builders started.

**Projects**

New boat projects can begin and end at any time of the year, depending on the contract and commission, or the availability of students to build the boat. Our shortest projects last only several months while our longest can take a year or more. While we endeavor to have apprentices begin a project as a crew and finish together as a crew, there may be times when apprentices will join a crew in the middle of a project or rotate off a crew before completion as commissions necessitate.

**New Boat Construction**

This will include, but is not limited to, estimating both time and materials for a project, lofting, construction of strongback and supporting timber, shaping and joining all parts, installation of equipment such as electronics, plumbing and motors, finish work such as painting, fairing and sanding. In addition, model, template, and pattern-making skills may be learned. At all times, the apprentice will work with other apprentices and staff, but be encouraged to independently work out a plan and solve problems.

**Restorations**

This is a very useful practice for a wooden boatbuilder to know. The value in restoring an old boat is that the builder can study the effect of time on different
materials and quality of craftsmanship. Also, much of the work found in the field today is in the restoration or repair of older boats.

New construction and restoration will occupy the largest portion of the apprentice’s time. In addition to the primary skill of woodworking, the apprentice will also gain experience in metalworking, tool making, repair and maintenance, teamwork, layout and mathematical skills.

**Shop Schedule**

Students begin their day at the Shop at 8 a.m., take a 30-minute lunch around noon, and finish at 4 p.m. Each day starts off with Morning Meeting, a time for us to come together as a community to make announcements and discuss shop-wide issues. We begin with a daily forecast and tide chart and conclude with an interesting reading, sometimes boat-related, sometimes not. Apprentices alternate leading morning meeting for the group each week. The remainder of the day on Mondays through Thursdays is devoted to working on boats, with the exception that half a day each week is reserved for seamanship instruction, when apprentices learn to handle the different kinds of boats we have on our waterfront.

Fridays begin the same way, but we stop work at noon to enjoy a longer community lunch. In pairs, apprentices and staff rotate weekly to cook for the entire shop. Lunch is then followed by Walkaround, an open forum where each crew shares what they have learned during the week, including their successes and challenges. It is an opportunity for students to ask questions and learn from each other. After Walkaround, apprentices spend the rest if the afternoon cleaning up and attending to their beagleship activities.

Although these hours allow a good amount of building time, apprentices usually want or need to stay late and come in on weekends to work on their boats as well. This is especially true as launch dates approach. Crews work out overtime schedules to assure

Apprentices work intensely for the majority of two years. But there are breaks built into the schedule. Every year we take a 3 week break in winter (December to January, including Christmas and New Years Day) and a 3 week break in summer (June to July). We also observe the following holidays:

- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples’ Day
- Thanksgiving, and the day after Thanksgiving.
Field Trips, Lectures, Workshops, and Extracurricular Activities

During the months when the weather does not permit sailing and seamanship, the staff and apprentice group will take trips to learn more about boatbuilding, sailing, or maritime history. Field trips have included joining in a harvest of hackmatack knees, visiting a forge to observe the pouring of a keel, taking a trip to a Maine coast boatyard, or visiting a professional sailmakers’ loft to participate in the construction of a sail.

The Shop hosts a monthly lecture series from September through June that apprentices are asked to help set up for and are invited to attend for free. We also teach several short workshops over the course of the year that apprentices are allowed to participate in at reduced cost (or sometimes even for free!). And there are other Shop events and extracurricular activities – like Secret Santa, cider pressing, the Eggemoggin Reach Regatta, movie nights, apprentice skill nights, etc. – that apprentices are encouraged to partake in to build their woodworking and on the water skills, as well as to help strengthen the community.
Our Expectations For All Participants

The things in life that have real and lasting value seem to be those that require the most effort, whether it is to acquire new skills, develop interpersonal relationships, or persevere in producing something beautiful in both form and function. This kind of effort is at the heart of all of our programs. It requires you to be passionate and self-motivated.

Community is also at the heart of the Apprenticeshop. Working on a crew, it quickly becomes apparent that people will be depending on you to finish your piece so the boat can progress. We present each crew with a challenge—construction of the boat—and expect that individually and together they will rise to the challenge with support from each other and guidance from staff.

Since apprentices are the primary stewards of both the shop space and the boat projects in it, you are expected to:

- Be at the Shop every day ready to work.
- Put in a full day of learning.
- Work as part of a team and participate in the community; your personal actions affect others.
- Take responsibility for your project and do whatever it takes to get your part of it done on schedule.
- Be open to different ideas, techniques, and viewpoints.
- Take care of the Shop space and any shared tools.
- Tend to your beagleship and clean-up responsibilities on a weekly basis.

A lot will be expected of you in both time and self-application. In return, you will enjoy the support and expertise of a unique community focused on similar goals and tasks.

Attendance

The Apprenticeshop is a school where apprentices learn by doing, and performance is constantly evaluated through staff observation. As part of a boatbuilding team, your work is not just your own. Every project has a building schedule and a planned launch date. Others will be counting on you to keep the project moving forward and on schedule. Being at the Shop on time, every day, and participating in all activities—Monday morning through Friday afternoon—is essential for the success of our programs. Showing up late, leaving early, or not showing up at all without communicating with your crew or Shop staff is simply not acceptable.

Clean Up and Beagleships

One of the unique qualities of the Shop experience is that apprentices learn not just the craft of boatbuilding, but also the supporting responsibilities that keep a shop running
through beagleships. Because the Shop is primarily run by its apprentices, beagleship responsibilities that fail to get done mean the Shop does not run efficiently. Beagleships rotate throughout the year and are conducted as part of Friday clean up.

Beagleship projects (which you will commit to for a building season) include:

- Tools
- Lumber and Facilities
- Metal Shop
- Paint, Fasteners, and Shop Supplies
- Truck
- Safety and First Aid
- Social Media Updates

As part of clean up, apprentices are also asked to keep their benches and work spaces clean. This is important for safety, efficiency, professionalism, and to make the Shop a welcoming place for our frequent visitors.

**Apprentice Representative**

Apprentices have the unique opportunity to be allowed a seat on the board of directors. The Apprentice Representative serves a one-year term, beginning with the fall meeting of the Board of Directors. Apprentices vote in a new representative annually each September. The Representatives responsibilities include:

- Writing a board report for, and attending, each of the three yearly board meetings (February, June, October)
- Representing the apprentice body at Program Committee meetings (3-4 per year)
- Acting as a spokesperson for the apprentices regarding issues or concerns with staff
- Acting as a point of contact for staff and board members in communicating with apprentices
- Attending other meetings as needed
Tools

The Shop has plenty of tools for you to start with. As an apprentice, you will ultimately need a basic set of hand tools of your own.

Basic Tool List

Many apprentices suggest owning the following tools to start:

- 6” Combo square
- Bevel gauge
- 25’ Tape measure
- 4 piece chisel set up to 1 inch
- Block plane
- Cordless drill*
- Respirator
- Safety Glasses
- Hearing Protection
- Work Gloves

Many of the tools we use in the Shop can be purchased used. In fact, some of the best tools, our favorite tools, are no longer being made. We are very fortunate to be close to several used tool dealers here in the midcoast area, and a lot of these tools can be purchased from them at a good price. As part of your shop orientation, we will talk about the kinds of tools you will need.

* You will need a good cordless drill. They are used daily, and take a lot of abuse! Heavy-duty 18-volt systems are the best. DeWalt, Bosch, Makita, and Milwaukee all make good drills. Buy the best you can afford, but try not to go below 14.4 volt. Also, beware of big box stores. They sell similar branded drills, but with lesser quality parts (i.e. plastic gears) at lower prices. Amazon.com is a good place to look for quality drills.

Tool Etiquette

Any tools—the Apprenticeshop’s, yours, or tools borrowed from other participants or instructors—should be treated with responsibility and respect. If you damage your own personal tool, you would fix or replace it. The same should hold true for all tools.

It is reasonable to expect that someone will ask to borrow a personal tool before using it. It should not be necessary to lock up personal tools to keep them safe. If you are not prepared to fix or replace a borrowed tool from an individual at the Shop, then please do not borrow it. Participants are expected to report damage to any tool or machine promptly and to respect the property of the Shop and the fellow members of their community.
More Extensive Tool List

By the time you leave the Shop, you should have these tools, but you can take your time in finding them, getting them used, finding bargains, etc. There is no need to come to your first week as an apprentice with a full complement of tools.

<table>
<thead>
<tr>
<th>Marking/Measuring</th>
<th>Drilling Tools</th>
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</thead>
<tbody>
<tr>
<td>Tape Measure</td>
<td>18 volt Cordless Drill</td>
</tr>
<tr>
<td>4-6” Combo Square</td>
<td>Driver Bits for Drill</td>
</tr>
<tr>
<td>12” Combo Square</td>
<td>Regular Bits for Drill</td>
</tr>
<tr>
<td>Bevel Gauge</td>
<td>Fuller Style Countersink Bits</td>
</tr>
<tr>
<td>Pencil Dividers</td>
<td>Brace and Bit</td>
</tr>
<tr>
<td></td>
<td>Brad Point and Forsner Drill Bit Sets</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Edge Tools</th>
<th>Misc Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Angle Block Plane</td>
<td>Wooden Mallet</td>
</tr>
<tr>
<td>#4 Bench Plane</td>
<td>16 oz Claw Hammer</td>
</tr>
<tr>
<td>#6 Bench Plane</td>
<td>6-8 oz Ball Peen Hammer</td>
</tr>
<tr>
<td>Spokeshave</td>
<td>Putty Knife</td>
</tr>
<tr>
<td>Set of Chisels</td>
<td>Utility Knife</td>
</tr>
<tr>
<td>Rabbet Plane</td>
<td>Screwdrivers</td>
</tr>
<tr>
<td>Scrapers</td>
<td>Files &amp; Rasps</td>
</tr>
<tr>
<td>Cutting Tools</td>
<td>Pliers (needlenose, regular)</td>
</tr>
<tr>
<td>Japanese Pull Saw</td>
<td>Good Paint Brush</td>
</tr>
<tr>
<td>Backsaw</td>
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</tbody>
</table>

This is by no means a complete list. It was put together with apprentice and instructor input, and should be thought of as a starting point. Please do not feel that you need to run out and buy all of these tools at the start of your apprenticeship.

Tool Sharpening Systems:

The Shop has several different means for you to sharpen your tools. We feel that you need to find the style that suits you best before investing in any one system. If you have something, please bring it along, but otherwise plan on trying out different techniques before you buy.
Tuition Policies

Tuition

Two-year program
• Year One: $9,000
• Year Two: $4,500

12-week Program
• $6,000 (which includes the materials cost for the boat you take home)

Payment Options

• Pay in full prior to enrollment.
• Budget monthly payments through FACTS Tuition Management Co. Please visit https://factsmgt.com.
  o FACTS forms must be submitted prior to enrollment.
  o Tuition installments must be completed by program completion.

You will need to submit the following prior to the program start date:
• Intent to Enroll form
  o Please sign and return with a non-refundable deposit of $500.
  o This deposit will be applied to the total tuition.

The 12-week and 2-year programs are approved for the use of Veteran’s Administration educational assistance benefits by the Maine State Approving Agency for Veterans Education Programs, including GI Bill® and the Vocational Rehabilitation programs. The school’s VA Facility Code is 28021119.

Refunds

Please ask to review the enrollment agreement for more information on cancellation and deferral.

Deposits for all Apprenticeshop programs are non-refundable. Cancellations can be made by phone but must be confirmed in writing.

Refunds for the Apprenticeship Program will be administered according to the following schedule and terms:

• Prior to first day of course 100% refund of all tuition paid minus the deposit and a $150 cancellation fee.
• Within the first 20 business days of the course 75% refund of all tuition paid minus the deposit.
• Within the first 40 business days of the course 50% refund of all tuition paid minus the deposit.
• Within the first 60 business days of the course 25% refund of all tuition paid minus the deposit.
• If cancellation or termination occurs more than 60 business days after the course begins, the school will retain the entire tuition of the program. Please note, the student is liable for any unpaid tuition or charges, including the remainder of payments made on the FACTS tuition payment plan.

Payment of Refunds

Any refunds due to a student will be paid within 30 days from the last day of attendance or within 30 days of written notification of cancellation, withdrawal or dismissal.

Deferrals

Once you have been accepted into a program, you may defer one time to a later program start date without any additional expense, as long as the transfer is made at least 90 days prior to your original program starting date.

Other School Policies

Insurance

The Apprenticeshop does not provide personal health insurance for its participants. Apprentices and Interns will be required to provide a copy of their health insurance before beginning any program. This must be presented with a completed medical form.

Our Waterfront

The Apprenticeshop has the unique opportunity to offer seamanship alongside its boatbuilding programs. Seamanship policies vary among programs, but these universal rules apply to all students on the waterfront:

• PFD’s are to be worn at all times by students while using school vessels.
• No one is allowed to take any school or privately-owned vessel out without permission.
• Students should always check out/in to let staff know they have left/returned.
• All gear and equipment must be stowed or put away properly, and the vessel must be properly secured before the crew leaves the dock/campus.
• Alcohol is not allowed on ANY school vessel at ANY time.
Shop Attire

Please use common sense about clothing in the Shop. As a rule:

- Long hair must be tied back at all times
- Loose clothing must be tucked in
- A shirt and shoes must be worn at all times
- Closed-toed shoes/boots must be worn at all times

After Hours Shop Usage

All students have access to the Shop 24 hours-a-day, 7 days-a-week. Participants may use the Shop during off hours to work on Shop or small personal projects. All rules and policies regarding the Shop and facilities apply, including alcohol and safety policies, regardless of when you are working. Also, it is your responsibility to make sure the building is secure before leaving for the night. Do not assume that someone else is still around or will come back to close up later. There is a kitchen facility on the third floor: it is everyone’s responsibility to keep this area clean.
Shop Truck

The Shop truck is for local, in-town Shop business. It is for Shop use only and not for personal use. Passengers are not allowed in the bed of the truck at any time. You must have a valid driver’s license to operate any Shop vehicle on Shop grounds or off.

Parking

All students may park a vehicle in the Shop lot. Please follow the current parking scheme and be mindful of others who use our space.

Yard Storage

Anything stored on the grounds overnight or longer (including vehicles) must be cleared with the Shop or Waterfront Director prior to its arrival. Boats that are to be stored on the grounds should be cleared with the Waterfront Director. Discounted storage rates will apply.

Bicycles

Apprentices are encouraged to bike to the Shop! Bikes should not be stored on the deck or leaned up against the buildings. There is space inside the second floor to stow bikes.

Safety and Injury

The safety of everyone in the Shop and on the waterfront is paramount. We strive to provide all participants with a safe working environment. It is your responsibility to follow safe working practices and to inform staff if anything seems unsafe. Putting away tools, cleaning up your work area, keeping the floor clear, and stowing sailing gear properly are just a few examples of ways to help to maintain a safe environment.

While the occasional scrape or small cut is almost unavoidable in the Shop, it is your responsibility to report ALL injuries to Shop staff. Don’t be embarrassed by an accident or try to cover up an injury. If you or someone else is injured, find a staff member immediately.

Personal Safety Rules

- Appropriate safety gear must be worn while operating stationary tools in the Shop.
- Safety glasses should be worn while operating stationary tools in the Shop.
- Respirators should be worn any time dust or toxic fumes are present.
- Hearing protection must be used any time noise levels are elevated.
Pets

Students are not allowed to bring their pets into the Shop during normal working hours.

Smoking

The Apprenticeshop is a smoke-free campus. No smoking is allowed in the Shop or any of the Shop buildings.

Intoxicants

The Apprenticeshop is an alcohol-free and intoxicant-free campus and work-zone. Students may not consume alcohol or intoxicants anywhere on school property, including vehicles, watercraft, pier or floats. The possession, use or sale of an intoxicant will not be tolerated. Anyone found in possession of or under the influence of an intoxicant on school property will be asked to leave for the day and will be subject to disciplinary action. There are some Shop-sanctioned social events where alcohol is served and discretion and appropriate behavior are expected. Participants under the age of 21, however, may not consume alcohol at any school event, period.

Any student found in violation of this policy may be subject to disciplinary action, up to and including dismissal, and may be subject to legal consequences.

Resources

Living Expenses and Housing

The Apprenticeshop does not have a communal living situation or on-campus housing for our participants. Many of our apprentices live together, sharing rent and utilities and preparing meals together to keep expenses minimal. Based on the cost of living indices, Rockland falls into the average for most living costs. Housing falls slightly under the national average and utilities and groceries are just over the national average. When preparing for your apprenticeship you should factor in monthly costs for housing, utilities, groceries, health, entertainment, transportation, tools, clothing, and miscellaneous expenditures.

The Apprenticeshop has numerous contacts with local people who own houses and rent short term or offer winter rates for occupancy. Please inquire—we may be able to help you find reasonably priced housing options. Rockland is also a great walking town: even in winter, it is not difficult to get around from one end of town to the other so a car might not be a necessity. Many apprentices bike or walk each day to the Shop.
Learning Resources

Apprentices have many resources to aid in their learning including:

- 24-hour access to the maritime library on the third floor of the Shop.
- Computer bank with Internet access.
- Access to the boat plan archive.
- Access to periodicals including Woodenboat and Rudder magazines.
- Access to the kitchen facilities on the third floor.

Suggested Reading List

The 2-year apprenticeship does not have required reading, though many participants refer to our library for insight into various building techniques and maritime practices. Our library is extensive, but it is for in-house reference only. If you would like to begin learning about building practices and boat handling before you arrive, or if you want to start your own wooden boatbuilding and seamanship library, the following books might interest you.

**Boatbuilding**

- Any issue of WoodenBoat Magazine.

**Seamanship**

- Smith, Harvey Garrett 1993 The Marlinspike Sailor International Marine: Camden, NE.
Community Conduct

The Apprenticeshop is a community-based organization dedicated to inspiring personal growth through craftsmanship, community and traditions of the sea. Participation in The Apprenticeshop’s programs is subject to the observance of the organization’s Core Values and Standards of Community Conduct. All participants agree to abide by the community conduct guidelines and norms listed below. Any employee, volunteer or student whose conduct is outside our community guidelines or norms can expect immediate progressive discipline as described in this Handbook and potential termination of employment, dismissal from our programs, or release from participation.

CORE VALUES

The Apprenticeshop expects its students to deal with board members, employees, volunteers, peers, and other community members on campus with courtesy, respect, and professionalism. Behavior on the job is a direct reflection on employees and on The Apprenticeshop community. The following elements of effective human relations are our community’s Core Values which guide our working with others:

- COURTESY – We are pleasant and polite to others, and strive together to insure that everyone works and lives in a civil and cooperative atmosphere.

- RESPECT – The reality of life in a community learning environment is that we all work long hours in close proximity to one another and spend a great deal of time with one another. Employees, volunteers and students therefore maintain professional and personal boundaries and treat each other with respect.

- PROFESSIONALISM – Students who take pride in their duties create a sense of professionalism that is invaluable. Toward that aim, all students execute their duties efficiently, effectively and with pride.

- TEAMWORK – Providing high quality services and creating a healthy work environment is the result of effective teamwork. Camaraderie is uplifting to all and makes achieving our mission enjoyable. As team members, all students must be willing to lend a hand, work together, help when asked, and perform tasks outside of their regular duties.

STANDARDS OF COMMUNITY CONDUCT

Based on our Core Values, these standards ensure that all members of The Apprenticeshop community, including Board, faculty, staff, students and volunteers participate in our community with a consistent level of ethical behavior that supports the mission of the school and the well-being of each individual.
Specifics include:

- Maintain polite and respectful language and behavior toward others, including all staff, students, volunteers, visitors and program participants;
- Respect The Apprenticeshop property as a drug free campus. Possession of or being under the influence of drugs or alcohol may result in being asked to leave the property and possible dismissal from the program;
- Keep Safe The Apprenticeshop’s property from dangerous or unauthorized materials such as explosives, firearms, or other weapons. These items are prohibited on site for the safety of the general community;
- Comply with The Apprenticeshop’s safety policies, procedures, and Emergency Action Plan;
- Respect and take great care with the Apprenticeshop's facilities, boats, equipment, tools, and infrastructure;
- Seek help and support from other staff or leadership when confronted with any breach of conduct by another participant in The Apprenticeshop community or programs.

Finally, all Apprenticeshop community members must:

- Be responsible for their actions and behavior;
- Sustain personal and team behavior that is non-threatening, safe, and in no way disruptive or harmful to self or others;
- Support personal and team behavior that prevents disruption to the campus and learning environment, or damages to physical property.

We are all responsible for upholding the Core Values and Standards of Community Conduct and for encouraging our community members to uphold the same. If a breach of these values and conduct is noticed please bring it to the attention of leadership staff listed on p.12, and Progressive Discipline as outlined on p.14 may be implemented.

**Harassment**

The Apprenticeshop is strongly opposed to harassment of employees, students, or volunteers on the basis of race, color, sex, religion, national origin, age, physical or mental disability, other status protected by law, or protected activity. The following guidelines identify procedures to be followed by anyone who believes that he or she has been a victim of unlawful harassment, as well as the disciplinary penalties that may be imposed for harassing conduct. This policy applies not only to The Apprenticeshop students, employees and volunteers, but also to independent contractors, vendors, and guests/visitors of The Apprenticeshop.
PROHIBITION AGAINST SEXUAL HARASSMENT

The Apprenticeshop policy is that all students have the right to work in an environment free from conduct that is sexually harassing. Harassment at work based on sex is exploitive and intimidating. Sexual harassment creates a hostile work environment and violates the recipient’s civil rights. Sexual harassment, including any jokes, slurs or obscene gestures aimed at individuals based upon certain characteristics will not be tolerated.

Sexual harassment is against the law and is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or such conduct has the purpose or effect of unreasonably or substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

POLICY

Students must use their own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment. The following types of things are some examples (not all possible examples) of conduct that is inappropriate:

- An employee or supervisor threatens to dismiss or give a bad performance review to a student if he/she turns down the employee or supervisor’s request for a sexual favor or date.
- A student or employee physically touches another individual in a way that the individual does not want to be touched.
- A student tells sexually offensive or degrading jokes or stories; uses sexually oriented profanity; or, makes offensive gestures of a sexual nature.
- A student makes sexual or degrading comments about the appearance or anatomy of another individual.
- The workplace contains pictures of naked or scantily clad men or women.
- Emails or information downloaded from the internet contains sexually offensive or degrading jokes or stories; uses sexually oriented profanity; or makes offensive gestures of a sexual nature or contains pictures of naked or scantily clad men or women.

All students are prohibited from disseminating sexually explicit voice mail, text, email, graphics, downloaded material or websites in the workplace.

The Apprenticeshop is committed to investigating all complaints of sexual harassment. Apprenticeshop leadership designated to respond to reports of inappropriate behavior are listed below. If any student has questions about conduct or behavior, the student should speak with any of the leadership listed below. If a student is aware of, a victim of, or suspects sexual harassment, discrimination, sexual abuse, assault or violence taking
place, immediately notify Apprenticeshop leadership. Please speak with whomever you feel most comfortable.

It is unlawful to retaliate against another individual for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint of sexual harassment. Staff, students or volunteers who, in good faith, report what they believe to be harassment or who cooperate in any investigation will not suffer any retaliation. Any staff member, student or volunteer who believes they have been the victim of retaliation for reporting harassment should immediately report the retaliatory acts to leadership.

Apprenticeshop Leadership Contacts:

- Chair of Board: Molly Mulhern, mmulhern@myfairpoint.net, (207) 975-2876
- Executive Director: Isabella Feracci, director@apprenticeshop.org, (207) 318-7391
- Shop Director: Kevin Carney, Kevinc@apprenticeshop.org, (207) 319-5441
- Sailing Director: Nate Hathaway, nate@apprenticeshop.org (443) 865-5217
- Director of Student Affairs & Outreach: Nina Noah, ninanoah@apprenticeshop.org
- Waterfront Director: Emma Hathaway, emma@apprenticeshop.org 530-258-6450

Additional Resources:

- 24-hour Crisis Hotline: Midcoast Maine (800) 522-3304
- Maine Coalition Against Sexual Assault: (800) 871-7741
- Maine Human Rights Commission: (207) 624-6290; maine.gov/mhrc
- New Hope for Women: 5 Beech Street, Rockland, ME 04841 / Ph: (207) 594-2128
- Pen Bay Medical Center: General Hospital, 6 Glen Cove Dr (207) 921-8000
- Rockland Police Department: 1 Police Plaza, Rockland, ME (207) 594-0316
- Sexual Assault Support Services of Midcoast Maine: (207) 390-3149; www.sassmm.org
- Statewide Sexual Assault Crisis and Support Line 24-hour: (800) 871-7741
- Rape, Abuse & Incest National Network: (800) 656-HOPE (4673)

PROCEDURE

The investigation of an allegation of discrimination, sexual abuse, assault, violence or retaliation proceeds as follows:

1. An individual who feels harassed, discriminated or retaliated against is urged to file a verbal incident report to one of The Apprenticeshop leadership listed above. Following the verbal report, a formal written report will be generated within 24 hours of the verbal report by the staff member first notified of the complaint. The alleged offender (respondent) will be informed that the incident is under investigation, and will be interviewed by a designated investigator.
2. The incident will be investigated by The Apprenticeshop leadership, including conducting interviews with witnesses; a written report of their findings will be submitted to the Board Chair, Executive Director, Shop Director, and Director of Student Affairs and Outreach.
3. With aid of legal counsel, The Apprenticeshop administration listed above will make credibility determination, decide what remedial/disciplinary action should be taken; if complainant is determined to be a victim of sexual harassment/bullying as described in code of conduct, administration will inform respondent of the nature of the discipline and how it will be executed within a defined period of time.
4. If the complainant is not satisfied with the result of the internal Apprenticeshop investigation and outcome, the complainant is advised to make a report to the Maine Human Rights Commission.

**Progressive Discipline Policy**

It is the Apprenticeshop's intention to counsel and to help correct the behavior of students when they are not acting in the best interest of the organization and their fellow students or are acting outside the organization Standards of Community Conduct.

Whenever possible, a student’s deficiencies will be addressed through the progressive discipline process. The progressive discipline process is designed to help correct problems and to give the student an opportunity to improve. This is not a right, however, and The Apprenticeshop may choose to dismiss a student at any stage.

If a student does not meet the expectations of staff with respect to behavior and performance, the student may be placed in a program of progressive discipline. It is the right of staff to determine if a student’s behavior and history warrant placement into the program and at what level the student enters the program. Any student on progressive discipline is also on probation. Staff reserve the right to discontinue progressive discipline and probation at any time.

**PROCEDURE**

The levels of progressive discipline are as follows:

a) Verbal warning – Staff may discuss privately with the student the objectionable behavior observed. The discussion will include constructive suggestions and a tactful warning that further disciplinary action will follow if no improvement is shown. This discussion will be entered into the student’s personnel file.

b) Written warning – If no or insufficient improvement is shown within a reasonable period of time, staff may document the deficiencies or violations involved in a written memorandum. The student will be asked to sign the memorandum and will be made aware that the warning becomes part of the student’s file.

b) Suspension.

d) Dismissal.
A student on progressive discipline is also on probation. The following procedures may apply whenever a student is on probation:

a. Initial start date of probation will be established.
b. A two-week initial evaluation will be conducted.
c. A subsequent one-month evaluation will be scheduled.
d. A final evaluation one month later will be conducted.

The purpose of probation is to give The Apprenticeshop the opportunity to evaluate a student’s ongoing performance and to make sure that he or she is functioning within the parameters of acceptable responsibility. It is imperative that all students make staff aware of any issues that could interfere with performance, in order to give staff the opportunity to provide assistance if possible.

**Whistleblower Policy**

It is the policy of The Apprenticeshop to abide by all applicable federal, state, and local laws, rules, and regulations, and to have all of its employees, students, and volunteers do the same.

In accordance with this policy and applicable law, an employee, student, or volunteer will be protected from discrimination and retaliation if the employee, student, or volunteer reports to the Executive Director or the Board Chair any good faith concern regarding The Apprenticeshop practices or conditions, which the employee, student, or volunteer has reasonable cause to believe are in violation of any federal, state, or local law, rules or regulation, or which the employee, student, or volunteer has reasonable cause to believe risk the health or safety of that employee/student/volunteer or any other individual.

The Apprenticeshop will promptly investigate each complaint to determine its merits and the appropriate action to be taken. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. If an investigation reveals that unlawful conduct has taken place, appropriate disciplinary action will be taken, up to and including suspension or discharge.

The Apprenticeshop will not discharge, threaten, discriminate, or otherwise retaliate against an employee, student, or volunteer who submits a good faith complaint to The Apprenticeshop, participates in any investigation or legal proceeding arising from any such complaint, or on the basis of any other lawful actions of such employee, student, or volunteer in submitting a good faith report relating to real or perceived unlawful conduct. This statement applies even if an investigation proves that there has been no unlawful activity involving The Apprenticeshop or any of its employees, students, or volunteers.
PROCEDURE

In order to receive the protections under the Maine Whistleblowers’ Protection Act, the employee, student, or volunteer who has reported or caused to be reported a violation, or unsafe condition or practice to a public body must first bring the alleged violation, condition, or practice to the attention of the Executive Director or the Board Chair, and must allow The Apprenticeshop a reasonable opportunity to correct that violation, condition, or practice, unless the employee, student, or volunteer has specific reasons to believe that a report to The Apprenticeshop will not result in a prompt correction of the violation, condition, or practice.

Any action considered to be discriminatory or retaliatory should be reported immediately to the Executive Director or the Board Chair. The Apprenticeshop will not tolerate discrimination or retaliation against the complainant by any employee, student, or volunteer and will subject such employee/staff/volunteer to discipline, up to and including suspension or discharge from employment, enrollment, or volunteer position. Employees/staff/volunteers who are not themselves complainants, but who assist in an investigation relating to unlawful activity, will also be protected from discrimination and retaliation.
The Apprenticeshop Student and Staff Code of Conduct

The Apprenticeshop is a community-based organization dedicated to inspiring personal growth through craftsmanship, community and traditions of the sea. Participation in The Apprenticeshop programs is subject to the observance of the organization’s rules and procedures. The activities outlined below are strictly prohibited. Any staff member (employee or volunteer) or student who violates this Code is subject to discipline, up to and including dismissal.

- Abusive language toward a staff member, student, or volunteer.
- Possession or use of illegal drugs on The Apprenticeshop’s property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto The Apprenticeshop’s property dangerous or unauthorized materials such as explosives, firearms, or other weapons.
- Discourtesy or rudeness to fellow Apprenticeshop students, staff, or community members.
- Verbal, physical, or visual harassment of Apprenticeshop students, staff, or community members.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health, or well-being of others.
- Failure to follow any Apprenticeshop safety policy or procedure.
- Bullying or taking unfair advantage of any participant.

I have read and I understand the Apprenticeshop’s Code of Conduct. I agree to abide by the rules described above and understand that I may be dismissed if I violate any of these rules.

Signature ______________________________________ Date __________

Witness ______________________________________ Date __________