

EQUAL OPPORTUNITY IS THE LAW

It is against the law for **Name of Organization** (a recipient of Federal financial assistance) to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I – financially assisted program or activity.

Name of Organization will not discriminate in any of the following areas:

- Deciding who will be admitted or have access to any WIA Title I - financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity:

- You may file a complaint within 180 calendar days from the date of the alleged violation with either the **Name of Organization** Equal Opportunity Officer (or designee) or, with;

Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue N.W.
Room N-4123
Washington, D.C. 20210.

- If you elect to file your complaint with the **Name of Organization**, you must wait until either the **Name of Organization** issues a written **Notice of Final Action** or until (90) calendar days have passed, (whichever is sooner) before filing with CRC (see address above).
- If **Name of Organization** does not give you a written **Notice of Final Action**, within (90) calendar of the day on which you filed your complaint, you do not have to wait for the **Name of Organization** to issue that **Notice** before filing a complaint with CRC. However, you must file your CRC complaint within thirty (30) calendar days of the 90 day deadline (in other words, within 120 days after the day on which you filed your complaint with the **Name of Organization**.)
- If **Name of Organization** does give you a written Notice of Final Action on your complaint but you are dissatisfied with the decision or resolution to your complaint, you may file a complaint with CRC. You must file your CRC complaint within thirty (30) calendar days of the date on which you received the **Notice of Final Action** from **Name of Organization**.

Complaints filed with the **Name of Organization** should be addressed to:

Name of Organization
Attention: Contact Name
Title
Street Address
City, State, Zip Code
Phone:
Email:

(Recipients (including grantees and subgrantees) of DOL funds are required to post this notice prominently at their facilities as per 29 CFR 37.31 (a) (1). Depending upon populations served, this notice may require publishing in other languages besides English.)

NAME OF ORGANIZATION IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services are available upon request to individuals with disabilities.
TDD or Relay Service users please call 1-800-XXX-XXXX for assistance.