

	POLICY P03: EQUAL OPPORTUNITY AND NON DISCRIMINATION
	APPROVED: 10/28/2016
	REVISION: 3/25/2020
	APPROVED BOARD REVISION: 6/26/2020 INTERNAL REVIEW CONDUCTED: 5/29/2024
	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED

PURPOSE

To implement the requirements of the Nondiscrimination and Equal Opportunity (EO) provisions of the Workforce Innovation and Opportunity Act (WIOA), which are contained in section 188 of WIOA. Section 188 prohibits discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. In addition, for beneficiaries, applicants, and participants only, WIOA prohibits discrimination because of citizenship status or because of an individual's participation in any WIOA Title I financially assisted program or activity. Lastly, discrimination on the grounds of marital status, veteran status, sexual orientation, gender identity or presentation, ethnicity, genetic information, criminal record, or any other protected status outlined by the State of Oregon, is prohibited.

Northwest Oregon Works will utilize this policy to:

1. Notify subrecipients of federal funds that the required "EO is the Law" language needs to be included on communications (brochures, publications, broadcasts, and websites) for applicants and on recruitment materials for individuals applying to work in WorkSource Oregon and the American Job Center system.
2. Notify subrecipients they need to place designated posters with specific EO language regarding processing complaints in all WorkSource Oregon locations referenced in the local and regional workforce plans, affiliated sites, partner sites, and specialized centers.
3. Provide subrecipients guidance on matters related to nondiscrimination and equal opportunity requirements.

POLICY

NOW is dedicated to a policy of nondiscrimination and committed to a spirit of affirmative action in the administration of programs and the provision of services. In the operation of any

program, no person shall be discriminated against or denied benefits as a participant, administrator, or staff person by NOW or its subrecipients on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. In addition, no WIOA Title I participant or beneficiary shall; on the basis of citizenship or status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any WIOA Title I funded program or activity. Lastly, discrimination on the grounds of marital status, veteran status, sexual orientation, gender identity or presentation, ethnicity, genetic information, criminal record, or any other protected status outlined by the State of Oregon, is prohibited.

Appropriate efforts shall be made by NOW for outreach regarding training, placement, and advancement of individuals with disabilities in employment and training programs. Auxiliary aids and services will be made available upon request to persons with disabilities.

NOW Responsibilities:

- Copy guidelines and reference materials related to Nondiscrimination and Equal Opportunity laws and regulations to subrecipients.
- Notify the state of Oregon Equal Opportunity Officer and the US Department of Labor Civil Rights Center (CRC) of any lawsuits or administrative enforcement actions alleging WIOA-related discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation, or belief; and for beneficiaries only, citizenship or participation in the WIOA Title I.

Subrecipient Responsibilities:

- Assure that each applicant receives a copy of the Nondiscrimination/Equal Opportunity is the Law notice in appropriate written format, or appropriate format for individuals with visual impairments. Record the receipt of nondiscrimination and equal opportunity information in the applicant file.
- Notify NOW of documented complaints, lawsuits or administrative enforcement action alleging discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and for beneficiaries only, citizenship or participation in WIOA.; or, discrimination based on marital status, veteran status, sexual orientation, gender identity or presentation, ethnicity, genetic information, criminal record, or any other protected status outlined by the State of Oregon.

NOW and Subrecipient Responsibilities:

- Appoint an EO Coordinator that will be responsible managing WIOA contracts and grants, and other federal funding as required.
- Include an assurance of nondiscrimination/equal opportunity with respect to the operation of WIOA and other federal funding programs or activities on each application for federal financial assistance.

- Encourage the provision of equitable services among substantial segments of the WIOA Title I eligible population and other federal programs.
- Ensure that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under or denied employment in the administration of or in connection with any program.
- Conduct an Accessibility Self-Evaluation report annually.
- Make program services and information available in languages other than English as appropriate and required under 29 CFR 37.35.
- Provide signage at a primary entrance to each of its facilities. The international symbol for accessibility shall be used at each primary entrance of an accessible facility.
- Include appropriate below taglines on publications, broadcasts, and other communications about programs and activities funded with WIOA.

LONG VERSION ENGLISH

WorkSource Oregon is an equal opportunity program and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, national origin, citizenship status, age, disability, political affiliation or belief. The following services are available free of cost, upon request: Auxiliary aids or services, alternate formats, such as Braille, large print, audio CD or tape, oral presentation, and electronic format to individuals with disabilities, and language assistance to individuals with limited English proficiency. To request these services please contact...* (add staff name or title of ADA/EO Representative).

SPANISH

WorkSource Oregon es un programa que respeta la igualdad de oportunidades y provee emp/eo y servicios al publico sin discriminar en base a raza, color, religion, sexo, nacionalidad, estado de ciudadanía, edad, discapacidad, filiacion o creencia politico. Disponemos de las siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, formatos a/ternos para personas con discapacidades y asistencia de idiomas para las personas con conocimiento limitado def ingles. Para solicitior dichos servicios, contatase con...**

SHORT VERSION ENGLISH

WorkSource Oregon is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. To request these services contact (add address or telephone or location)...*

SPANISH

WorkSource Oregon es un programa/empleador que respeta la igua/dad de oportunidades. Disponemos de las siguientes servicios a pedido y sin costo: Servicios o ayudas auxiliares, yformatos alternos para personas con discapacidades y asistencia

de idiomas para personas con conocimiento limitado de inglés. Para solicitar dichos servicios, contátese con...**

MINI VERSION ENGLISH

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD - dial 7-1-1 tollfree relay service. Access free online relay service at: www.sprintrelayonline.com

SPANISH

WorkSource Oregon es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos para personas con discapacidades y asistencia de idiomas para personas con conocimiento limitado de/ inglés, a pedido y sin costo. Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas. Obtenga acceso gratis en Internet por medio del siguiente sitio: www.sprintrelayonline.com

MICRO VERSION ENGLISH

WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance is available to persons with limited English proficiency at no cost.

SPANISH

WorkSource Oregon es un programa/empleador que respeta la igualdad de oportunidades. Ayudas auxiliares y servicios para personas con discapacidades estará disponible sin costo. Asistencia de idiomas para personas con conocimiento limitado de/ inglés sin costo alguno.

The above statements should include contact information (see examples below).

If not already listed in the document, insert location, name, contact number(s) or other specific contact information, i.e.: "Contact your nearest WorkSource Oregon Center for assistance".

* English contact information:

a....your local WorkSource Oregon Center for assistance. b....your local UI Call Center for assistance.

** Spanish contact information:

a....el Centro WorkSource Oregon más cercano a su área. b....el Centro Telefónico de Seguridad de Desempleo de su área.

The following reference must appear in-sight of any regular telephone number(s) listed in the document/pub:

English

TTY/ TDD - dial {800} 735-2900 or dial 7-1-1 tollfree relay service Access free online relay service at: www.sprintrelayonline.com

Spanish

Llame al 7-1-1 para asistencia gratuita TTY/TDD para personas con dificultades auditivas
Obtenga acceso gratis en Internet por medio de/ siguiente sitio: www.sprintrelayonline.com

Prominently display current EO notices in both English and Spanish at WorkSource centers, affiliated sites, partner sites, and specialized centers. The posters will include the name, address, and contact information for the EO Coordinator. Encourage partnerships with public and private agencies serving disabled and minority persons to encourage referrals to WIOA services.

DEFINITIONS:

Complaint: For purposes of this policy, means an all negation of a violation of the nondiscrimination and equal opportunity provisions.

Recipient: Taken from title 29 CFR Part 37, means any entity to which financial assistance under WIOA Title I is extended, either directly from the Department of Labor (DOL) or through the Governor or another recipient (including any successor, assignee, or transferee of a recipient), but excluding the ultimate beneficiaries of the WIOA Title I-funded program or activity.

REFERENCES

WIOA Section 188

29 CFR Parts 37 & 38