

## EQUAL OPPORTUNITY IS THE LAW

It is against the law for The Orange County Workforce Investment Board (OCWIB) and any of its contractors, as recipients 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.

The OCWIB and any of its contractors must 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 days** from the date of the alleged violation with either:

- a. The Coastline Community College Equal Opportunity Officer (EOO), Carolyn Loy, 11460 Warner Avenue, Fountain Valley CA 92708, (714) 546-7600 , extension 16146, TDD/TTY 711, **OR**
- b. With the OCWIB Equal Opportunity Officer, Patsy A. Monserrat, (714) 567-7534, TDD (714) 834-7163 or TTY users 711; Orange County Workforce Investment Board/Orange County Community Services-Community Investment Division, 1300 South Grand Avenue, Building B, Santa Ana, CA 92705 **OR**
- c. With the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the Coastline Community College EOO, you must wait until the Coastline Community College EOO issues a written Notice of Final Action, or until 45 days have passed, whichever is sooner, before filing with the OCWIB's EOO (see address above).

If the Coastline Community College EOO does not give you a written Notice of Final Action within 45 days of the day on which you filed your complaint, you do not have to wait for the Coastline Community College EOO to issue that Notice before filing a complaint with the OCWIB's EOO (see address above). However, you must file your OCWIB complaint within 15 days of the 45-day deadline (in other words, within 60 days after the day on which you filed your complaint with the Coastline Community College EOO).

If the Coastline Community College EOO does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with OCWIB's EOO (see address above). You must file your OCWIB complaint within 10 days of the date on which you received the Notice of Final Action.

If you file your complaint directly with the OCWIB's EOO (see address above), you must wait either until you receive a Notice of Final Action from OCWIB's EOO or until 90 days have passed, whichever is sooner, before filing with CRC (see address above).

If OCWIB's EOO does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for OCWIB's EOO to issue that Notice before filing with CRC. However, you must file your CRC complaint within 30 days of the 90 day deadline (in other words, within 120 days after the day on which you filed your complaint with the agency you filed against).

If OCWIB's EOO does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

This WIA Title I-financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Request for services, aids, and/or alternative formats need to be made by calling: TDD (714) 834-7163 or TTY users 711.

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The Non-Discrimination and Complaint Procedures have been explained to me and I understand that a full copy of the policy is available to me upon request.

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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