

**Anti-Discrimination/Grievance Process**

CASE MANAGERS: THIS MUST BE EXPLAINED TO CLIENTS AT ORIENTATION/INTAKE AND A COPY GIVEN TO THE CLIENT.

*Recipients of federal funds are prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Workforce Investment ACT (WIA) in the administration of or in connection with any WIA funded program or activity.*

Any person who believes that he or she, or any specific class of individuals, has been or is being subjected to discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in WIA Title I, has the right to file a complaint within one hundred and eighty (180) calendar days of the alleged discrimination.

If you think you have been subjected to discrimination under a Workforce Investment Act funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the Eastern Workforce Investment Board, Inc., Equal Opportunity Officer or you may file a complaint directly to the Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N 4123, Washington, D.C. 20210.

For further information, you may contact: Juanita Hermanns, Eastern Workforce Investment Board, Inc.'s EO officer, P.O. Box 2698, Muskogee, OK 74402 or phone 918-683-8533.

Individuals who feel they have been discriminated or sexually harassed for any of the above reasons should contact Eastern Workforce Investment Board, Inc.'s EO officer immediately. A charge of discrimination may be filed in person, by phone or by mail. Persons who visit the Eastern Workforce Board, Inc., office with a complaint will be asked to fill out a "Complaint Information" form.

**Data Privacy Notice:** The Workforce Center staff uses the information you give us to help you find employment and training. We put the information in a case file and a computerized record keeping system. Agency staff can see the information in order to carry out their job duties. We use the information for reports and audits required by federal and state agencies that provide money to run our programs. These reports do not identify individuals.

Information on the complaint form is private data. Only information directly related to helping you find employment will be shared with employers. The information on this form is also available to federal, state, and local government employees and subcontractors whose jobs require access to it and who are authorized by federal and state laws to receive the data. We may also use the information from wage records kept by the Oklahoma Employment Security Commission to help us evaluate the program.

Information requested may include:

The charging party's name, address and telephone number.

The name, address, and telephone number of the person being charged.

Basis or bases of alleged discrimination (race, color, religion, sex, national origin, age, retaliation).

Date of most recent discriminatory act.

Details of the charge.

Witness's supporting the charges.

Incidents which gave cause for the charge.

Complainant's work history with the person being charged.

Complainant's job description.

Reason complainant was given for action(s) which led to the charge(s).

Some indication of whether and, if so, how the complainant's treatment was different from that accorded other employees or WIA participants.

Complainants may submit additional oral or written evidence on their behalf. A lack of cooperation by the complainant may delay the investigation and/or resolution of a charge and can result in dismissal of the charges. Dismissal also may result from lack of statutory jurisdiction, untimeliness in filing a charge, inability to locate the complainant, or if the alleged discrimination caused no direct harm.

The person against whom the charge(s) are made will be notified within 10 days that a charge has been filed.

***Complaint and Appeal Policy:*** If you feel that anyone in our office has treated you unfairly, you have the right to file a complaint. If you wish to file a complaint, please see a staff member for assistance and you will be provided a copy of the WIA Title I complaint resolution procedures.

I hereby certify that I have been given a copy of the EWIB Complaint Procedure and have had my rights explained to me.

Participant Signature

Date

Parent/Legal Guardian Signature

Date

(if participant is under the age of 18)