



## POLICIES AND PROCEDURES

POLICY TYPE: Equal Opportunity and Non-Discrimination
EFFECTIVE: July 1, 2017
REVISED:

### **PURPOSE**

To ensure compliance with equal opportunity and non-discrimination regulations by staff and service providers.

### **BACKGROUND**

Workforce Innovation and Opportunity Act (WIOA) services are subject to Equal Opportunity (EO) rules and regulations. Services must be available to eligible participants without regard to status in a protected class – gender, race/ethnicity, nationality, or religious belief.

### **POLICY**

All applicants must be informed that WIOA service providers are not allowed to discriminate on the basis of any of the protected classes.

Providers are required to post EO posters in a prominent location where applicants and participants gather. Posters will be available in Spanish and English at each service location. An EO statement must be present on printed materials given publicly and/or to participants.

The EO tagline to be used:

*Lane Workforce Partnership/WorkSource Lane is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities upon request.*

Lane Workforce Partnership will designate an EO Officer and will keep providers updated on current contact information for the Officer and the assigned EO Officer will be the contact information on the posters. Providers are responsible for requesting additional posters if needed.

Programs are required to inform each participant of EO rights and grievance procedures, in accordance with this policy, at the time of program enrollment. Program service providers will be required to provide any and all requested information from program and fiscal records, as well as participant files upon request of the EO Officer.

Providers are expected to ensure, and be able to demonstrate, that all practices are compliant with EO regulations including the enrollment of participants, training scholarships, OJT's or Supportive Services, access to service elements, and any other program components. With this

in mind, **programs are expected to have processes in place for fair and equitable provision of services and activities to participants.**

Equal Opportunity data is collected in the electronic MIS system during the application process. Completed applications will be used as the storage and tracking mechanism for Equal Opportunity data.

**ISSUED:**

**Date:**

**LWP Director of Workforce Investments**