

	POLICY P03: EQUAL OPPORTUNITY AND NON DISCRIMINATION
	APPROVED: 10/28/2016 – NOW
	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> 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:

Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities upon request.

Oregon Northwest Workforce Investment Board doing business as Northwest Oregon Works (NOW) will designate an EO Officer and will keep providers updated on current contact information for the Officer. 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 NOW 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.

Providers are expected to ensure, and be able to demonstrate, that all practices are compliant with EO regulations including the enrollment of participants, provision of incentives, stipends or supportive services, access to service elements, and any other program components. With this in mind, **programs are expected to document fair and equitable provision of services and activities to participants.**

Equal Opportunity data must be collected during the application process. Completed applications will be used as the storage and tracking mechanism for Equal Opportunity data on those who apply and are not enrolled in services. These files will be kept and provided to NOW with all participant files when called for archiving.