

**Equal Opportunity Is the Law
(29 CFR 37.30)**

It is against the law for this recipient 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 Innovation and Opportunity Act of 2014 (WIOA), 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 WIOA Title I – financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA 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 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 WIOA Title I – financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either CareerSource Escarosa's Equal Opportunity Officer or the U.S. Department of Labor's Civil Rights Center:

CareerSource Escarosa
or Attn: Mrs. Janay Sims
3670 North L Street
2A, 2nd Floor
Pensacola, FL 32505

U.S. Department of Labor
Civil Rights Center (CRC)
200 Constitution Avenue, N.W., Room N-4123
Washington, DC 20210

Forms for filing discrimination complaints can be found at the following website:

<http://www.floridajobs.org/civilrights/docs/Complaint%20form.docx>

Send completed form (Complaint Information Form) or information listed on form in writing to the agency you wish to file your complaint.

If you file your complaint with CareerSource Escarosa, you must wait either until they issue a written Notice of Final Action, or until 90 days have passed (whichever is sooner) before filing with the Civil Rights Center (see address above).

If CareerSource Escarosa 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 them to issue that Notice before filing a complaint 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 CareerSource Escarosa).

If CareerSource Escarosa 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 CRC complaint within 30 days of the date on which you received the Notice of Final Action.

You may contact **The Florida Commission on Human Relations, 4075 Esplanade Way, Room 110, Tallahassee, FL 32399, (850) 488-7082** to file a discrimination complaint within 365 days from date of the alleged violation.

I hereby acknowledge that I have read and received a copy of the Equal Opportunity Is the Law Notice.

Signature Revised 03/01/2018

Date