



POLICIES AND PROCEDURES

POLICY TYPE:	Equal Opportunity and Non-Discrimination Policy
EFFECTIVE:	July 1, 2017
REVISED:	July 1, 2026

PURPOSE

To ensure compliance with equal opportunity and non-discrimination regulations by staff and Sub-recipients/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 – race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

POLICY

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

Providers are required to post *Equal Opportunity is the Law* posters in a prominent location where applicants and participants gather. Posters shall be available in Spanish and English at each service location. The most current EO posters are available at <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/posters>.

An EO statement must be present on printed materials provided publicly and/or given directly to participants.

The EO tagline to be used:

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

All complaints must be filed with Lane Workforce Partnership's designated EO Officer:

Tiffany Cink, Chief Operating Officer
Lane Workforce Partnership
1401 Willamette St., Second Floor
Eugene, OR 97401
TiffanyC@laneworkforce.org

Lane Workforce Partnership's EO Officer must be listed as the contact person in the information section on the posters. Providers are responsible for requesting additional posters if needed.

Sub-Recipient/Provider Staff are required to inform each participant of EO rights and complaint procedures, in accordance with this policy at the time of program enrollment. Participants must be provided with a copy of the "Equal Opportunity is the Law" notice and it must be recorded in the participant iTrac case notes that this was completed. All customer complaints, regardless of how they are received, are to be submitted to the EO Officer named above. 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.

Sub-Recipient/Provider Staff are expected to ensure, and be able to demonstrate, that all practices are compliant with EO regulations including the enrollment of participants, access to training, transitional work or work experience, supportive services, access to service elements, and any other program components. With this in mind, **providers shall have a written process in place for allowable and equitable provision of services and activities to participants.**

Discrimination complaints must be filed within one half year (180 days) from the date of the alleged act of discrimination unless the time is extended by the Director, U.S. Department of Labor Civil Rights Center for good cause. Upon receipt of a complaint, Lane Workforce Partnership's EO Officer will determine if the complaint relates to discrimination, a violation or alleged violation of the WIOA regulations, grant or other agreements under the Act, or is more appropriately referred to another program or organization offering services through the WorkSource Oregon system. Lane Workforce Partnership's EO Officer will notify the complainant in writing of the determination within five (5) days of the receipt of a complaint and will include a written copy of Lane Workforce Partnership's complaint process describing the process for resolution based on the determination of the nature of the complaint.

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

ISSUED:

Date: July 1, 2026

Director of Workforce Programs