



EQUAL OPPORTUNITY IS THE LAW

This recipient is prohibited from discrimination on grounds of race, color, religion, sex, genetics, national origin, age, disability, political affiliation or belief; and for beneficiaries only, citizenship or participation in programs funded under The WorkPlace, operator of Career Source and Career Place, in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with federally-funded program or activity.

If you think that you have been subjected to discrimination under The WorkPlace funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the recipient's Equal Opportunity Officer (or the person designated for this purpose); or you may file a complaint directly with the Director, Directorate of Civil Rights (DCR), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you elect to file your complaint with the recipient, you must wait until the recipient issues a decision or until 60 days have passed, whichever is sooner, before filing with DCR. If the recipient has not provided you with written decision within 60 days of filing of the complaint, you need not wait for a decision to be issued, but may file with DR within 30 days of expiration of the 60 day period.

If you are dissatisfied with the recipient's resolution of your complaint, you may file a complaint with DCR. Such a complaint must be filed within 30 days of the day you received notice of the recipient's proposed resolution.

For more information, Contact your local Job Center directly or a representative of the U.S. Equal Employment Opportunity Commission (EEOC). EEOC field office information is available at www.eeoc.gov.

CERTIFICATE

This is to certify that I have read and understand the above complaint process.

Customer Name

Signature

Date