

Equal Opportunity Employee Acknowledgement Form

Gulf Coast Workforce Board Notice

Equal Opportunity Is the Law

The Gulf Coast Workforce Board, as a recipient of federal financial assistance, must provide the following notice that it does not discriminate on any prohibited ground.

EQUAL OPPORTUNITY IS THE LAW

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 (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 1 of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any Workforce Innovation and Opportunity Act Title 1 –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 Workforce Innovation Opportunity Act Title 1– 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 the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a Workforce Innovation and Opportunity Act Title 1 financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- Director, Civil Rights Center (or CRC), US Department of Labor 200 Constitution Avenue North West, Room N-4123, Washington, DC 20210 or electronically as directed on the CRC website at dol.gov/crc (Department of Labor website).

Equal Opportunity Employer / Program Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 711 or 800-735-2989 (TDD) 800-735-2988 (Voice)

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If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that notice. 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 the recipient. If the recipient 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.

If you wish to file a complaint, please ask for the Workforce Solutions Office manager, or contact:

Gulf Coast Workforce Board
Sabrina Parras, EO Officer
3555 Timmons Lane
Houston, Texas 77027
713-627-3200 (Phone), and 713-993-4578 (Fax)
Relay Texas: 711 or
1-800-735-2989 (TDD)
1-800-735-2988 (Voice)

Texas Workforce Commission, Equal Opportunity Compliance Department
Jon Pokorney, TWC EO Officer
101 East 15th Street, Room 556 Austin, Texas 78778
Phone: (512) 463-2400 / Fax: (512) 463-7804
Relay Texas: 1-800-735-2989 (TDD)
1-800-735-2988 (Voice)

Name: _____

Office: _____

Signature: _____ Date: _____