

Equal Opportunity is the Law

It is against the law for the WorkSource Oregon system to discriminate on the following basis:

- 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 1 of the Workforce Innovation and Opportunity Act (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 1 - financially assisted program or activity.

The WorkSource Oregon system must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA 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.

If you feel that you have been denied services or treated differently because of your race, color, religion, sex, national origin, age, disability, political affiliation or believe you may want to file a complaint.

Where do I file?

You may file a complaint with any of the following agencies:

- The State of Oregon Equal Opportunity Officer (1-800-237-3710 ext. 17692)
- The Civil Rights Center, US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 202 10
- Your local Equal Opportunity Coordinator:

Rena Langston
Program Manager
Southwestern Oregon Workforce Investment Board
541-863-2897 | rlangston@sowib.org

How do I file?

- Use the [state form 2568](#). Make sure you sign the statement or it will not be an official complaint.
- Write a statement that includes the date of the instance, the agency or person that the complaint is against, a narrative of the event, and your contact information. Make sure you sign the statement or it will not be an official complaint.
- Return the completed form to your local Equal Opportunity Coordinator or the state Equal Opportunity Officer at 875 Union St. NE Salem, OR 97311.

Is there a timeline?

Generally, a complaint must be filed within 180 days of the alleged discrimination. However, for good cause shown, the Director may extend the filing time.

What if I need help completing the paperwork?

Please ask for assistance and staff will provide reasonable accommodations free of charge.

Then what happens?

You will receive a letter that the complaint was received. Your complaint will be investigated and you will receive an answer in 90 days.

What if I don't like the answer?

You have 30 days from the notice to appeal to the US Department of Labor Civil Rights Center.

Signature

Date