****

**CAREERSOURCE CHIPOLA**

**Standard Operating Procedure (SOP) - 14**

|  |  |
| --- | --- |
| **Subject:**  **Non-Discrimination** | **Issued by:**  **Lisa Wells, Equal Opportunity Officer** |
| **Date of Issue: November 2014** | **Date of Revision: September 2015** |

**Purpose:** To provide the non-discriminatory guidelines that CareerSource Chipola, a recipient of federal financial assistance under Title I of the Workforce Innovation and Opportunity Act (WIOA), will operate programs under.

**Statement:**

CareerSource Chipola is obligated to operate all programs and activities in a non-discriminatory manner. CSC reaffirms its commitment to prevent discrimination in employment and in services to the public. This includes both access to services and public accommodations. CSC will hire employees and provide services without regard to an individual’s race, color, national origin, religion, age, pregnancy, gender identity, gender expression, sex, disability, citizenship, political affiliation or belief or sex stereotyping.

CSC also assures that it will not discriminate in deciding who will have access to WIOA Title I – financially assisted programs or in making employment decisions connected with those programs. Further, CSC will not permit discrimination against any beneficially on the basis of citizenship or status as a lawfully admitted immigrant authorized to work in the U.S., nor on the basis of a beneficiary’s participation in any WIOA Title I – financially assisted program.

**Sexual Harassment**

CareerSource Chipola respects every individual’s right to be free from uninvited verbal or physical conduct of a sexual nature. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

CSC will exercise zero tolerance for sexual harassment, and all reported allegations of inappropriate conduct will be promptly and thoroughly investigated.

**Disability**

CareerSource Chipola is committed to providing equal opportunity in employment and services to qualified individuals with disabilities, using reasonable accommodations when necessary. Assistance is available for all offices, program or entitles under WIOA to achieve and maintain full access to programs.

**Discrimination**

Complaint procedures for charges of discrimination are separate and distinct from the grievance procedures outlined in this document. A complaint of alleged discrimination may be filed by any person, including (but not limited to) any employee, applicant for employment or customer of a center, center operator, training provider or other program or activity that is offered through the center system, who feels he or she, or any specific “class of individuals” has been subjected to unlawful discrimination by a program or activity offered through the center system, or by the DEO. Discrimination on the basis of race, color, disability, religion, sex, national origin, age, marital status, political affiliation or belief, participation in any WIA/WIOA Title I financially assisted program or activity, or on the basis of citizenship or status as a lawfully admitted immigrant authorized to work in the United States is prohibited under federal and/or state laws.

CSC does not hear complaints of discrimination at the local level. If you believe that you, or someone you know has been subjected to unlawful discrimination, please refer to the Statewide Discrimination Complaint Processing Procedures. These procedures may be obtained at the DEO website at:

<http://www.floridajobs.org/civilrights/ocr_complaint.html>.

Anyone having a question concerning filing discrimination complaints should contact:

The Department of Economic Opportunity

Office for Civil Rights

107 E. Madison Street – MSC 150

Tallahassee, FL 32399-4129

850-921-3205 – Phone 850-921-3122 – Fax

Email: [Civil.Rights@deo.myflorida.com](mailto:Civil.Rights@deo.myflorida.com)

The Director, Civil Rights Center (CRC)

U.S. Department of Labor

200 Constitution Avenue NW, Room N-4123

Washington, D.C. 20210

202-693-6500 - Phone 800-877-8339 –Federal Relay Service – for TTY/TDD

Email: [CivilRightsCenter@dol.gov](mailto:CivilRightsCenter@dol.gov)

See Table I for additional Contact Information for Filing a Discrimination Complaint.

Complaints alleging discrimination based on handicap may be filed in accordance with 20 CFR 32.45. Under these procedures, complainants must file with the subrecipient within 180 days of the alleged discrimination. An investigation must be conducted by the subrecipient and a decision rendered in writing to the complainant and the other interested parties within sixty (60) days. If dissatisfied with the resolution, the complainant may file with the Assistant Secretary of the United States Department of Labor, within thirty (30) days of the decision, or ninety (90) days from the filing of the complaint, whichever is earlier.

**Table 1**

**Contact Information**

**For**

**Filing a Discrimination Complaint**

**Department of Economic Opportunity Florida Commission on Human Relations**

**Office for Civil Rights** 2009 Apalachee Parkway, Suite 100

107 E. Madison Street, MSC 150 Tallahassee, FL 32301

Tallahassee, FL 32399-4129 (850) 488-7082

(850) 921-3205 1-800-342-8170

TTY (via the Florida Relay Service): 711 TTY (via the Florida Relay Service): 711

*In English, Spanish, French and Haitian Creole in English, Spanish, French and Haitian Creole*

FAX: (850) 921-31222 FAX: (850) 488-5291

**U.S. Department of Labor Equal Employment Opportunity Commission**

**Civil Rights Center Miami District Office**

200 Constitution Avenue, NW One Biscayne Tower, Suite 2700

Room N-4123 2 South Biscayne Boulevard

Washington, D.C. 20210 Miami, FL 33131

(202) 693-6500 (305) 808-1740 or 1-800-669-4000

TTY: (202) 693-6515 TTY: (305) 536-5721 or 1-800-669-6820

FAX: (202) 693-6505 FAX: (305) 536-4011

**U.S. Department of Health & Human Services Equal Employment Opportunity Commission**

**Office for Civil Rights Tampa Area Office**

61 Forsyth Street, SW – Suite 3B70 501 E. Polk Street, Suite 1000

Atlanta, GA 30323 Tampa, FL 33602

(404) 562-7886 (813) 228-2310 or 1-800-669-4000

TTY: (404) 331-2867 TTY: (813) 228-2003 or 1-800-669-6820

FAX: (404) 562-7881 FAX: (813) 228-2841

**U.S. Department of Agriculture**

**Office of Civil Rights**

300 7th Street, SW, Suite 400

Stop Code 9430

Washington, DC 20250-9410

(202) 401-1014

TTY: (202) 401-0216

FAX: (202) 690-5686