

Non-Discrimination Policy

Equal Opportunity is the Law

As a recipient of federal funds, it is against the law for NOVAworks and its subrecipients, including training agencies, to discriminate on the following basis:

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, and

Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

NOVAworks must not discriminate in any one of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regards 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 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 WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Chris Bernhardt, NOVAworks Equal Opportunity Officer
NOVAworks
456 West Olive Avenue
Sunnyvale, CA 94086
408-730-7833 (Voice) or California Relay Dial 711,

or

The Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue N.W., Room N-4123
Washington, D.C. 20210
(or electronically as directed on the CRC website at www.dol.gov/crc)

If you file your complaint with NOVAworks, you must wait either until NOVAworks issues a written Notice of Final Action or until 90 days have passed, whichever is sooner, before filing with the Civil



Rights Center (see address above). If NOVAworks does not give you a written decision within 90 days of filing your complaint, you may file a complaint with the 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 NOVAworks). If you are dissatisfied with NOVAworks' decision or resolution of your complaint, 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 from NOVAworks.

We encourage you to present your complaint to the person in charge of the agency or company in which you believe to have discriminated with the purpose of obtaining a resolution to the problem. If you are not satisfied with the informal resolution, you may present your complaint in writing to NOVAworks' Equal Opportunity Officer or to the Civil Rights Center (CRC) as noted above.

For a copy of NOVAworks' entire **Nondiscrimination and Equal Opportunity Policy and Procedures**, contact Christopher Bernhardt, NOVAworks' Equal Opportunity Officer.