West Central WI Workforce Development Board
Equal Opportunity in Employment, Affirmative Action, and Service Delivery Statement

Approved 9/14/2018 Revised 8/25/2021 Approved: 12/3/2021 Updated: June 2026

Purpose.

The Local Workforce Development Board (TLWDB) is committed to the primary principles of nondiscrimination, equal opportunity, and affirmative action. TLWDB shall honor this commitment to be fair and impartial in all its relations with employees, job applicants, participants and employers using TLWDB, One-Stop Job Center services, subrecipient services, and/or suppliers providing goods and services. It is the intent of this policy to comply with all applicable rules, as they may change from time to time, and federal and state equal opportunity and anti-discrimination laws and executive orders.

Policy.

Employment:

TLWDB shall provide equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin (including limited English proficiency), age (40 or older), disability, or genetic information.

TLWDB prohibits discrimination against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Additionally, in compliance with Wisconsin Fair Employment Laws, TLWDB shall provide equal employment opportunity to all employees and applicants without regard to ancestry, arrest or conviction record, creed, marital status, or membership in any reserve component of the United States or state military forces.

Employment practices subject to the application of this policy include, but are not limited to: recruitment, selection, promotion, performance appraisals, compensation, transfer, layoff, training, demotion, termination, work assignments, and/or other benefits of employment.
TLWDB prohibits harassment, retaliation, and unfair honesty testing. TLWDB expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, veteran status, or other protected status. Improper interference with the ability of TLWDB's employees to perform their job duties may result in discipline up to and including discharge.

Service Delivery/Program Operations:

TLWDB provides services to individuals seeking assistance from the public workforce system. As a recipient of federal and state workforce funds, the TLWDB organization, staff, and contracted providers shall advance equal opportunity in all customer interactions. TLWDB prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity. No individual is to be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

Service actions include, but are not limited, to: recruitment, admission, counseling, job placement, training programs, facility and/or program accessibility, and the delivery of other employment and training services authorized by the TLWDB.

Subrecipients:

TLWDB requires that state and local government agencies receiving Workforce Innovation and Opportunity Act (WIOA) funds, as well as non-governmental WIOA subrecipients affirm their commitment to equal opportunity and nondiscrimination in all of their employment and service actions. These agencies shall develop and implement non-discrimination and affirmative action policies and procedures that guide their relations with employees and constituency groups consistent with applicable laws.

WIOA Title 1 funded subcontracts developed by TLWDB shall include the following language (this language shall also apply to other federally funded subcontracts): As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

A. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;

B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

D. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

The Subrecipient also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Subrecipient's operation of the WIOA Title I - financially assisted programs Equal Employment Opportunity. The Subrecipient will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Subrecipient will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Subrecipient agrees to post in all Subrecipient's solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, gender identity), or national origin (including limited English proficiency).

The Subrecipient will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not

otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Subcontractor's legal duty to furnish information.

The Subrecipient or will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Subrecipient's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Subrecipient will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. The Subrecipient will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. In the event of the Subrecipient's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Subrecipient may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Subrecipient will include the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-contractor or vendor. The Subrecipient will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such becomes involved in, or is threatened with, litigation with a sub - contractor or vendor as a result of such direction, Subrecipient may request the United States to enter into such litigation to protect the interests of the United States.

Affirmative Action Plan.

The subrecipient must have a written Affirmative Action Plan that complies with federal and state laws and regulations. The Subrecipient's Affirmative Action Plan must be submitted to the TLWDB Affirmative Action Officer within thirty (30} calendar days of TLWDB requesting the agency's plan.

The Affirmative Action Plan shall meet the minimum requirements specified in section 50.05 of the Wisconsin Administrative Code. Compliance. TLWDB will take constructive steps to ensure the Subrecipient complies with all non-discrimination, affirmative action and civil rights laws and regulations. The Subrecipient agrees to comply with Civil Rights monitoring reviews performed by TLWDB, including the examination of records and relevant files maintained by the Subrecipient. The subrecipient further agrees to cooperate with TLWDB in developing, implementing, and monitoring corrective action plans that result from any reviews.

Failure to comply with the above nondiscrimination and equal opportunity provisions will require corrective actions to eliminate violations to be submitted to TLWDB within fifteen (15) working days or the Subrecipient may incur sanctions.

Sanctions may include:
1) withholding of reimbursable payments submitted to Subrecipient or
2) termination of contract. TLWDB shall make an affirmative effort to maintain an environment free of any type of harassing behavior and will not tolerate any form of harassment of employees, clients, or program participants.

TLWDB prohibits harassment on the basis of sex, race, color, national origin, age, disability, or any other protected status. Affirmative Action/ Equal Employment Opportunity policies developed to ensure non-discrimination in employment and service opportunities are monitored by the TLWDB EEO Officer who is appointed by the Chief Executive Officer (CEO). The West Central Wisconsin Workforce Development Board is an equal opportunity employer/program service provider. This product was created with funding from the Workforce Innovation and Opportunity Act (WIOA). If you need assistance to access our services in a different language or need this material in an alternative format, call our EO Officer, Amanda Gohde at 715-645-7042. Northwood Technical College, Vice President, Talent & Culture 1900 College Drive, Rice Lake WI 54868. Deaf, hard of hearing, or speech impaired callers may reach us by using Wisconsin Relay Services at 711 or 800-947-3529 or WI Relay Spanish 877-490-3723. Proud partners of the American Job Center network.

TLWDB expects all employees, clients, program participants, vendors, associates, and agencies receiving funding from TLWDB to fully support, develop and implement their own equal opportunity policies and procedures. Retaliation against persons raising concerns about any type of harassment is prohibited and anyone suspected of retaliation will be subject to disciplinary action up to and including discharge or expulsion from TLWDB sponsored activities.

TLWDB will take necessary corrective action to remedy any instances where it is determined that discrimination or retaliation has occurred. Employees discriminating against other staff or clients will be subject to discipline under appropriate TLWDB policies. Clients discriminating against another client will be subject to discipline under the applicable participant code of conduct.

Any employee or client retaliating against anyone raising concerns about any type of harassment will be subject to disciplinary action up to and including discharge or expulsion from TLWDB employment or sponsored activities.

TLWDB has an established procedure for resolving complaints relating to discrimination and harassment. Reports of alleged acts of discrimination, complaints of harassment, or inquiries concerning the equal opportunity policies and practices may be filed directly with TLWDB's Equal Opportunity Officer (EEO). The Chief Executive Officer (CEO) shall ensure equal opportunity is provided and advanced in all employment and customer relationships to create a discrimination- and harassment-free workplace and service sites. The CEO shall ensure policies and procedures are established and staff members, including service providers, are trained to work and deliver services free of bias and harassment.

The EEO, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, training, and compliance efforts relating to this policy.

Reference:

Federal Employment Laws Title VII of the Civil Rights Act of 1964 Title I of the American with Disabilities Act of 1990 as Amended in 2008 Civil Rights Statutes Applicable to Programs and Activities DOL Title VI of the Civil Rights Act of 1964 42 W.S.C. §2000(d) Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, 29 CFR Part 38 (§38.9) Wis. Fair Employment Law, ss 111.31to111.395, Wis. Stats. s.16.765 Wis., Stats. and ADM 50 Wisconsin Contract Compliance Law