**Equal Opportunity and Non-Discrimination Policy**

It is the policy and commitment of the Tulsa Area Workforce Development Board that discrimination is strictly prohibited on the grounds of race, ethnicity, orientation, religion, sex, gender, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA Title I-financially assisted program or activity.

**I. Equal Opportunity**

The Tulsa Area Workforce Development Board is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of employment 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, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity or otherwise as may be prohibited by federal and state law.

**II. Discriminatory Harassment**

Harassment or intimidation of a client, staff person or guest because of that person’s race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior. The Tulsa Area Workforce Development Board is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients.

III. **Intimidation and Retaliation Are Prohibited**

No recipient may discharge, intimidate, retaliate, threaten, coerce, or discriminate against any

individual because the individual has filed a complaint alleging any of the following:

* A violation of the WIOA.
* Opposed a practice prohibited by the nondiscrimination and equal opportunity provisions of the WIOA.
* Furnished information to, or assisted or participated in any manner in an investigation,

 review, hearing, or any other activity related to administration of, exercise of authority

 under, or exercise of privilege secured by the nondiscrimination and equal opportunity

 provisions of WIOA or 29 CFR Part 38.

**III.** **Filing of Complaints**

Issues of discriminatory treatment, harassment, or intimidation on any of these basis

should immediately be reported to the immediate supervisor, board Equal Opportunity Officer or the Executive Director who will maintain an open-door policy. If substantiated, prompt action will be taken. Complaints may be initiated by participants, staff, volunteers, or representatives of any entity conducting business with or on behalf of the Tulsa Area Workforce Development Board. Staff are to consider each concern seriously and not attempt to discourage the reporting of complaints or issues.

All discrimination complaints involving denial of access to, or participation in programs and

activities delivered by or through a “recipient” as defined at 29 C.F.R. § 38.4(zz) must be filed

with the EO Officer for the Tulsa Area Workforce Development Board, Oklahoma Employment Security Commission Unemployment Insurance (UI) EO Officer, State EO Officer at the Oklahoma Office of Workforce Development, or the U.S. Department of Labor Civil Rights Center.

  **IV. Action**

The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the chair of the Tulsa Area Workforce Development Board.

 This policy will be effective immediately upon approval of the TAWDB membership.

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 Chair, Tulsa Area Workforce Development Board / Date