



**CAREERSOURCE CHIPOLA  
Standard Operating Procedure (SOP) - 15**

<b>Subject:</b> <b>Non-Discrimination</b>	<b>Issued by:</b> <b>Tabetha Basford, Equal Opportunity Officer</b>
<b>Date of Issue: November 2014</b>	<b>Date of Revision: May 2022</b>

**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 beneficiary 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 entities 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 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](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  
Office for Civil Rights**

107 E. Madison Street, MSC 150  
Tallahassee, FL 32399-4129  
(850) 921-3205  
TTY (via the Florida Relay Service): 711  
*In English, Spanish, French and Haitian Creole*  
FAX: (850) 921-31222

**Florida Commission on Human Relations**

2009 Apalachee Parkway, Suite 100  
Tallahassee, FL 32301  
(850) 488-7082  
1-800-342-8170  
TTY (via the Florida Relay Service): 711  
*in English, Spanish, French and Haitian Creole*  
FAX: (850) 488-5291

**U.S. Department of Labor  
Civil Rights Center**

200 Constitution Avenue, NW  
Room N-4123  
Washington, D.C. 20210  
(202) 693-6500  
TTY: (202) 693-6515  
FAX: (202) 693-6505

**Equal Employment Opportunity Commission  
Miami District Office**

One Biscayne Tower, Suite 2700  
2 South Biscayne Boulevard  
Miami, FL 33131  
(305) 808-1740 or 1-800-669-4000  
TTY: (305) 536-5721 or 1-800-669-6820  
FAX: (305) 536-4011

**U.S. Department of Health & Human Services  
Office for Civil Rights**

61 Forsyth Street, SW – Suite 3B70  
Atlanta, GA 30323  
(404) 562-7886  
TTY: (404) 331-2867  
FAX: (404) 562-7881

**Equal Employment Opportunity Commission  
Tampa Area Office**

501 E. Polk Street, Suite 1000  
Tampa, FL 33602  
(813) 228-2310 or 1-800-669-4000  
TTY: (813) 228-2003 or 1-800-669-6820  
FAX: (813) 228-2841

**U.S. Department of Agriculture  
Office of Civil Rights**

300 7<sup>th</sup> Street, SW, Suite 400  
Stop Code 9430  
Washington, DC 20250-9410  
(202) 401-1014  
TTY: (202) 401-0216  
FAX: (202) 690-5686