
 <small>CITY OF PHOENIX</small> <small>A proud partner of the  network</small>	<i>Effective Date:</i> 05/11/2023	<i>Type:</i> X Policy    Procedure <i>Function:</i> Governance	Page 1 of 2
	<i>Revised Date:</i> 05/04/2023	<i>Section # &amp; Title:</i> 700. Quality Assurance - Equal Opportunity	
<b>Phoenix Business and Workforce Development Board</b> <small>(approval authority)</small>	<i>Orig. Date Approved:</i> 01/04/2020	<i>Subject # &amp; Title:</i> .704 EO is the Law Poster Notification	

## I. APPLICABILITY/SCOPE

This policy applies to program services delivered through the U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA) and Arizona Quality Jobs, Equity, Strategy, and Training Disaster Recovery National Dislocated Worker Grant (QUEST DWG). This policy impacts all internal and external partners who are part of service delivery, including those representing the Titles within WIOA: Title 1B- Adult, Dislocated Worker and Youth; Title II – Adult Education; Title III – Wagner-Peyser Employment Services and; Title IV – Vocational Rehabilitation Services.

## II. PURPOSE

The law requires an employer to post a notice describing the Federal laws prohibiting job discrimination based on race, color, sex, national origin, religion, age, equal pay, disability or genetic information. The "EEO is the Law" poster, prepared by the Equal Employment Opportunity Commission (EEOC), summarizes these laws and explains how an employee or applicant can file a complaint if s/he believes that s/he has been the victim of discrimination.<sup>1</sup> Equal Opportunity notification ensures all customers who receive WIOA and QUEST DWG funded services are aware of their right to file complaints with the appropriate entities at the Federal, State and Local level.

## III. BACKGROUND

Equal Opportunity (EO) is the law. The Workforce Innovation and Opportunity Act (WIOA) provides that participants, employees, sub-grantees, subcontractors, and other interested parties may file a complaint if they believe that they have been discriminated against, or that the Act, regulations, grant, and/or other agreements under the Act have been violated. This also applies to SWFI stakeholders.

## IV. DEFINITIONS



Equal Opportunity: Federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

## V. POLICY

### A. MANDATORY REQUIREMENTS PER SECTION 188 OF WIOA, §38.31, 38.35, AND §38.35 INCLUDE:

1. EO is the Law Posters need to be included in employee and participant handbooks or manuals regardless of form, including electronic and paper form if both are available.
2. EO is the Law Poster must be provided to each participant and employee; the notice must be made part of each employee's and participant's file. It must be a part of both paper and electronic files, if both are maintained.
3. Posters must be prominently displayed, in reasonable numbers and places, in available and conspicuous physical locations and on the recipient's Web site pages.
4. The notice must be provided in appropriate formats to registrants, applicants, eligible applicants/registrants, applicants for employment and employees and participants with visual impairments. Where notice has been given in an alternate format to registrants, applicants, eligible

<sup>11</sup> U.S Equal Employment Opportunity Commission: <https://www1.eeoc.gov/employers/poster.cfm>

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applicants/registrants, participants, applicants for employment and employees with a visual impairment, a record that such notice has been given must be made a part of the employee's or participant's file.

5. The EO liaison for the local workforce development area must conduct outreach and education about equal opportunity and nondiscrimination requirements consistent with §38.40 and how an individual may file a complaint consistent with §38.69.

## VI. POLICY MANAGEMENT REQUIREMENTS

This policy will be reviewed on an annual basis by the designated Equal Opportunity Liaison for ARIZONA@WORK City of Phoenix. Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board's Executive Leadership Committee. All other substantive revisions will go to the PBWD Board's Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

## VII. ATTACHMENTS

- A. EEOC "EEO is the Law" Poster English
- B. EEOC "EEO is the Law" Poster Spanish