

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex, National origin, age, disability, political affiliation or belief; and

Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;

providing opportunities in, or treating any person with regard to, such a program or activity; or

making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient 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 the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. 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 the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, 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.

The recipient **must not discriminate** in any of the following areas:

Decide who will be admitted, or have access, to any federally-assisted program or activity; provide opportunities in or treating any person with regard to, such a program or activity; or, make employment decisions in the administration of or in connection with, such program or activity.

If you think that you have been subjected to discrimination under a U.S. Department of Labor (USDOL) federal financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with:

Leonard Hoshijo Deputy Director
Department of Labor and Industrial
Relations
830 Punchbowl St., Room321
Honolulu, Hawaii 96813
Phone: (808) 586-8844
Fax: (808) 586-9099
TTY/TDD (808) 586-8844

OR The Director
Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, N.W.
Room N-4123
Washington, D.C. 20210

OR

City and County of Honolulu

Denise L. Tsukayama,
Equal Opportunity Officer
650 South King Street, 10th Floor
Honolulu, HI 96813
Phone: (808) 768-8505
TDD/TTY:
E-mail: dsukayama@honolulu.gov

County of Maui:

Roland Prieto
WIA Executive Director
County of Maui
200 S. High Street, Suite 305
Wailuku, Maui HI 96793
Phone: (808) 270-8225
TTD/TTY
E-mail: Roland.Prieto@mauicounty.gov

County of Kauai

Linda Nulan-Ames EEO/ADA
Coordinator
4444 Rice Street
Lihue, HI 96766
Phone: (808) 241-6595
TDD/TTY
Fax: (808) 241-6493
E-mail: lnuland@kauai.gov

County of Hawaii:

Teri Spinola-Campbell
EO Officer/ADA Coordinator
Department of Civil Services
101 Pauahi St, Suite 2
Hilo, HI 96720-4224
Phone: (808) 961-8361
TDD/TTY: (808) 961-8619
Fax: (808) 961-8617
E-mail: tspinolacampbell@co.hawaii.hi.us

If you file your complaint with the State of Hawai'i Department of Labor and Industrial Relations (DLIR), you must wait either until DLIR issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the USDOL Civil Rights Center (CRC).

If DLIR does not give you a written Notice of Final Action within 90 days of the day on which you filed a complaint, you do not have to wait for DLIR to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, 120 days after the day on which you filed your complaint with DLIR)

If DLIR does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, 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.

**ADDITIONAL PROTECTIONS AGAINST EMPLOYMENT
DISCRIMINATION**

In addition to the federal requirement that programs receiving federal financial assistance shall not discriminate against anyone (including applicants for benefits and services, recipients, participants, and other beneficiaries), both federal and state laws prohibit discrimination by employers, unions, and employment agencies against employees and job applicants. Federal law prohibits discrimination because of race, color, religion, sex, national origin, age, disability or genetic information. Hawai'i state law prohibits discrimination because of race, sex, including gender identity or expression, sexual orientation, age, religion, color, ancestry, disability, marital status, arrest and court record, domestic or sexual victim status, national guard participation, assignment of income for child support obligations, breastfeeding, or credit history or credit report. Both federal and state law prohibits retaliation against any individual for

opposing prohibited discrimination, filing a complaint, or testifying or assisting in any proceeding regarding prohibited discrimination.

If you think you have been subjected to employment discrimination, you can file a complaint with the Hawai'i Civil Rights Commission (HCRC) or the U.S. Equal Employment Opportunity Commission (EEOC). The deadline for filing a complaint with the HCRC is 180 days from the date of the alleged discriminatory act (or last act in a pattern of ongoing discrimination). The deadline for filing an EEOC complaint is 300 days.

FOR MORE INFORMATION, CONTACT:

Hawai'i Civil Rights Commission (HCRC)
830 Punchbowl Street, Room 411
Honolulu, Hawai'i 96813
Phone: (808) 586-8636
TDD/TTY: (808) 586-8692
Neighbor Islands, call toll free:
Kaua'i: 274-3141, Ext. 6-8636#
Maui: 984-2400, Ext. 6-8636#
Hawai'i: 974-4000, Ext. 6-8636#
Lana'i & Moloka'i: 1-800-468-4644, Ext. 6-8636#
Email: DLIR.HCRC.INFOR@hawaii.gov
Website: <http://labor.hawaii.gov/hcrc>

Or

U.S. Equal Employment Opportunity Commission (EEOC)
Honolulu Local Office
300 Ala Moana Boulevard, Room 7-127
Honolulu, Hawai'i 96850
Phone: (808) 541-3118
Toll-Free: 1-800-669-4000
Website: <http://www.eeoc.gov>

CERTIFICATION

This is to certify that the above information on Equal Opportunity and Non-Discrimination was explained to me and that I have received a copy of this notice.

Print Applicant's Name

Applicant's Signature

Date