

## **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 (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or,**

**Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA 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 WIOA 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 WIOA 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 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).**

**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 are a WIOA applicant, participant, program staff, employee or other party affected by the local Workforce Development system, and think that you have been subjected to discrimination under a U.S. Department of Labor (U.S.DOL) WIOA Title I—financially assisted program or activity, you may file your complaint within 180 days from the date of the alleged violation.

WIOA applicants, participants, program staff, and employees affected by their *respective* Workforce Development systems in the following counties may file with the persons in their county listed below.

***City and County of Honolulu:***

Denise L. Tsukayama, CAAP,  
EO Officer/ADA Coordinator  
650 South King Street, 10<sup>th</sup> Floor  
Honolulu, HI 96813  
Phone: (808) 768-8505  
TDD/ TTY: (808) 768-3489  
Fax: (808) 768-8490  
E-mail: [dtsukayama@honolulu.gov](mailto:dtsukayama@honolulu.gov)

***County of Maui:***

Ralph Thomas  
Equal Employment Opportunity Specialist  
200 S. High Street, 9th Floor  
Wailuku, Maui HI 96793  
Phone: (808) 463-3168  
TDD/TTY: Dial 711 then ask for (808)  
270-6292  
E-mail: [Ralph.Thomas@co.maui.hi.us](mailto:Ralph.Thomas@co.maui.hi.us)

***County of Kauai:***

Linda Nulan-Ames EEO/ADA Coordinator  
4444 Rice Street  
Lihue, HI 96766  
Phone: (808) 241-4924  
TDD/TTY: (808) 241-4924  
F ax: (808) 241 - 6877  
E-mail: [lnuland@kauai.gov](mailto:lnuland@kauai.gov)

***County of Hawaii:***

Teri Spinola-Campbell  
Equal Opportunity Officer/ADA Coordinator  
101 Pauahi St, Suite 2  
Hilo, HI 96720-4224  
Phone: (808) 961-8361  
TDD/TTY: (808) 961-8619  
Fax: (808) 961-8617  
E-mail: [teri.spinola-campbell@hawaiicounty.gov](mailto:teri.spinola-campbell@hawaiicounty.gov)

You may file a complaint by completing and submitting the U.S. DOL's Civil Rights Center's (CRC's) Complaint Information and Privacy Act Consent

Forms, which may be obtained either from the recipient's EO Officer or from CRC. The form is available electronically on the CRC's website (<https://www.dol.gov/oasam/programs/crc/>) and by making a request to CRC at the address listed below.

If you file your complaint with the State of Hawaii Equal Opportunity (EO) Officer within 180 days from the date of the alleged discriminatory act under the WIOA complaint procedure, you must wait until either DLIR issues a written Notice of Final Action or until 90 days have passed from the filing of the complaint (whichever is sooner) before filing with the 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 for the Notice, i.e., 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 the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

To file with either DLIR or CRC:

**DLIR:**

Aadel Khandaker, Civil Rights & Equal  
Opportunity Officer  
State of Hawaii Department of  
Labor and Industrial Relations  
Director's Office  
830 Punchbowl St., Rm 321  
Honolulu, Hawaii 96813  
Phone: (808) 586-8148  
TDD/TTY Dial 711 then ask for (808)  
586-8866  
Email: [aadel.khandaker@hawaii.gov](mailto:aadel.khandaker@hawaii.gov)

**OR CRC:**

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

## **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 prohibit 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: (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](mailto: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>

Individuals may also obtain information and assistance from the State WIOA EO Officer:

Aadel Khandaker, Civil Rights & Equal Opportunity Officer  
State of Hawaii Department of Labor and Industrial Relations  
Director's Office  
830 Punchbowl St., Rm. 321  
Honolulu, Hawaii 96813  
Phone: (808) 586-8148  
Fax: (808) 586-9099  
TDD/TTY: Dial 711 then ask for (808) 586-8866  
Email: [aadel.khandaker@hawaii.gov](mailto:aadel.khandaker@hawaii.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.

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Print Applicant's Name

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Applicant's Signature

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Date