

**COPIES OF NOTICES, DIRECTIVES,
MEMORANDUMS, LETTERS,
HANDBOOKS THAT
COMMUNICATES THE EO
OFFICER'S NAME AND OTHER
REQUIRED INFORMATION**

ARKANSAS WORKFORCE CENTERS

**P.O. Box 2690
Russellville, AR 72811**

**Tele.: 479-880-1344
TDD (ARS): 800-285-1131
Fax: 479-968-7582**

MEMORANDUM

TO: Jan Campbell, Executive Director
FROM: Laura Robertson, EO Officer
DATE: July 11, 2006
RE: Public Notice for Nondiscrimination and EO Officer

Attached is a public notice that will need to be sent to the State and local newspapers. This notice will comply with the Notice and Communication requirements of WIA.

Please advise if you have any questions.

lr

Attachment

Equal Opportunity Employer

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial 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 funded 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/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 funded 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 funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Recipient

Laura Robertson, EO Officer
WCACDCS, Inc.
P.O. Box 2690
Russellville, AR 72811
Tele>479-880-1344
TDD(ARS)>1-800-285-1131

State

Gloria Johnson, EO Manager
Dept. of Workforce Services
P.O. Box 2981
Little Rock, AR 72203
Tele>501-682-3106
TDD>1-800-285-1131

Federal

Director
Civil Rights Center
U.S. Dept. Of Labor
200 Constitution Ave. N.W.
Room N-4123
Washington, D.C. 20210
Tele>202-693-6500

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.

"Auxiliary aids and services are available upon request to individuals with disabilities."

Public Notice

The West Central Arkansas Workforce Investment Board does not discriminate 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 U. S., or his/her participation in any WIA Title I-financially assisted program or activity.

The Equal Opportunity Officer for programs operated under WIA Title I is Laura Robertson.

Information about nondiscrimination requirements for individuals and groups receiving WIA Title I federal financial assistance should be directed to Ms. Robertson at West Central Arkansas Career Development Center Systems, Inc., P.O. Box 2690, Russellville, Arkansas 72811; (501)968-4919; or TDD (ARS) 1-800-285-1131.

This applies as of July 1, 2006.

WIA

(WORKFORCE INVESTMENT ACT)

PROGRAM HANDBOOK

West Central Arkansas
Career Development Center Systems, Inc.

Aan Equal Opportunity Employer/Program@

INTRODUCTION

Welcome to the Workforce Investment Act (WIA) program administered by West Central Arkansas Planning and Development, Inc. The Program Operator for WIA is West Central Arkansas Career Development Center Systems, Inc. (WCACDCS, Inc.). We have a common goal: to help you earn more money and change your life by finding your place in the work force.

The WIA (Section 188) provides core, intensive and training services that result in employment and Increased earnings as well as better educational and occupational skills. Congress passed WIA with the intent of improving the quality of the work force and making America more productive and competitive.

WIA is funded by the federal Department of Labor. WIA is bound by the rules of the Department of Labor and the State of Arkansas. Following the rules results in success. Breaking the rules can result in loss of WIA sponsorship.

THE FIRST STEP: AN INDIVIDUAL EMPLOYMENT PLAN

If you have been unsuccessful in your job search, you will go through an assessment process with your WIA Case Manager. This assessment will explore your work history, basic educational skills, interests, aptitudes, and individual needs.

After assessment, you will work with the Case Manager to develop an Individual Employment Plan (IEP) that spells out your goal and the steps to be taken to achieve it. Your IEP will not be rigid, but able to meet changing circumstances in your life.

You are about to start the journey to your goal. Your WIA Case Manager will work closely with you, so stay in close contact with her/him, at least monthly. WIA is more than a funding source. It is here to make sure your WIA experience is successful.

THE NEXT STEP: KNOWING YOUR LEGAL RIGHTS

Congress has given you many protected rights. Appendix " A " contains important information which all participants should read. Please keep this handbook in a safe place so that you have a record of your rights, benefits, and remedies.

WIA will not allow discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under WIA in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with any WIA funded program or activity.

You are protected by 29 CFR, Part 37 of the Federal Regulations. Page 12 contains the sexual harassment policy of WCACDCS, Inc.

If you ever need to file a complaint, the procedures are given on Page 8.

INSTITUTIONAL TRAINING

The career you select will be your choice, but WIA does have a few guidelines. The West Central Arkansas Workforce Investment Area includes Clark, Conway, Garland, Hot Spring, Johnson, Montgomery, Perry, Pike, Pope, and Yell counties. You may be able to train for an occupation that is in demand in another area of the state if you agree to relocate to the area where jobs in your chosen field are available. However, that area would be responsible for the cost of the training. The training you choose and the school providing it must be on the local area training provider list.

WIA GUIDELINES (THE RULES)

By accepting WIA sponsorship, you are agreeing to abide by its rules. Failure to follow each rule could result in termination from WIA. Please talk to your Case Manager if you have any questions.

Obtain a WIA Voucher/Referral from your Case Manager before you register at school. Try to register early so you can get the classes you need at a time most convenient for you.

Apply for financial aid if available. The extra money will help with expenses. If you find it necessary to take out a student loan, you must repay that loan according to your contract with the lending institution. Defaulting on a student loan can cause serious credit and employment problems.

Enroll in enough classes to graduate within the time limit set by the Local Area Workforce Investment Board (LWIB), five semesters. If you are in a community college or university, you must be a full-time student, which means taking a minimum of 12 credit hours a semester.

However, if you only take 12 credit hours, you may not be able to finish training within the time period; and, if you need to drop a class, you won't be full time.

The LWIB has set a limit of 9 remedial credit hours for college-level students. Any student needing more than the 9 hour limitation will be referred to Adult Education until their skill levels are brought up. Your Case Coordinator can head off any problems with remedial classes if he or she has your class schedule within 3 days of pre-registration or registration.

Bring your registration information (fees, tuition, book costs, and class schedule) to your Case Coordinator within 3 working days of registration.

You must attend all required classes and activities required by the training institution and WIA. By accepting WIA sponsorship, you are agreeing to abide by our rules. Failure to follow each rule could result in termination from WIA. Please talk to your Case Manager if you have any questions.

Contact your Case Manager at least once a month. We won't know your problems unless you tell her/him. If she/he can't help with a particular personal, academic, financial, or health problem, the Case Manager may be able to refer you to an agency that can.

If health problems or other difficulties make it necessary for you to withdraw from training, talk to your Case Manager right away. Do not withdraw from any course before you talk to your Case Manager. You may be eligible for a gap in training for 90 days, which will allow you to re-enroll when your problems are resolved. WCACDCS and the training facility are separate agencies. Both WCACDCS and the training facility must be notified of any difficulties. After talking with the Case Manager, follow the school's withdrawal procedures carefully. If you don't, you could receive a semester of "F's" for poor attendance.

Contact your Case Manager before adding or dropping a class. Such action can have a big impact on your training program. WCACDCS pays only for classes required for your chosen career. If your school grants a class substitution, make sure you talk to your Case Manager to make certain it is acceptable for WIA funding.

You may not change your major and retain WIA sponsorship without prior approval from your Case Manager. If you are well into your academic program, approval of a change of major is unlikely.

WIA will only pay for books or items on a required list posted in the bookstore. We will not pay for such supplies as pens and notebooks. Check with the bookstore for the cut-off date for charging. If you withdraw from school, return all books, supplies, uniforms, and tools purchased by WCACDCS to your Case Manager. You may keep these items only if you reimburse WCACDCS for the cost. If you complete training, these items may be kept without reimbursement.

Maintain a 2.0 or better grade point average (GPA).

Bring your Case Manager your grades within 2 weeks after finals.

Alcohol or drug abuse or any other unacceptable behavior endangers completion of your program and will cause problems for any employer. If you have trouble in these areas, contact your Case Manager for help and referral.

As soon as you complete training, seek employment. Use whatever resources you can including the Work Force Center, your Case Manager, your school, friends, and relatives.

If someone you know is interested in WIA, send them to us. If you discuss your program and your assistance, you may pass along information that applies only to you. Rather than discuss what WIA is doing for you, let us explain to that person what WIA can do for him or her. Each person is unique.

Notify your Case Manager if your address or phone number changes during your training and for one year after completion.

Cooperate with the customer satisfaction survey required by the Department of Labor after you are exited from WIA. The follow up takes only a few minutes. What you tell us is confidential and used in statistical form by Congress to evaluate WIA.

ON- THE-JOB TRAINING

If you are in an on-the-job training program (OJT), we will reimburse your employer for part of your wages for a certain length of time. The amount of reimbursement is determined from WCACDCS, but you will receive wages from your employer. Before you can be placed on an OJT contract, you must have completed WIA certification, been found eligible, and received an on-the-job training referral from your Case Manager. If you begin work before your certification is finished and eligibility determined, any reimbursement to your employer will be disallowed. At the end of each month, the employer will submit a billing to WCACDCS for payment.

That billing will include an evaluation of your progress. If you are concerned about the evaluation, talk to your employer. If you are having other problems on the job, please call the Case Manager.

YOUR RESPONSIBILITIES

We cannot reimburse an employer if that employer is related to you. If a relative works for the employer, that relative cannot supervise you.

Refer to the section "Rules for Success at This or Any Job". These rules apply to OJT as well as the youth programs.

Contact your Case Manager monthly or sooner if you are having an on-going problem at work.

Alcohol, drug abuse, or any other unacceptable behavior presents problems for you and your employer. If you have trouble in any of these areas, contact your Case Manager for help and referral.

Notify your Case Manager if your address or phone number changes for up to one year after the completion of OJT.

Cooperate with the follow up required by the Department of Labor 6 months after you are exited from WIA. The follow up takes only a few seconds. What you tell us is confidential and used in statistical form by Congress to evaluate WIA.

THE EMPLOYER'S RESPONSIBILITIES

The employer must provide at least 30 hours a week employment.

The employer must treat you the same as he or she would any other employee, offering you the same benefits and paying all applicable payroll taxes.

The employer must pay state unemployment insurance on you.

The employer must have worker's compensation insurance or other acceptable coverage on you.

RULES FOR -SUCCESS AT THIS JOB OR ANY JOB

Show up every day unless you are ill or have an emergency. Be sure to call your work site or place of work if you are going to be late or absent.

Listen carefully to instructions and take notes, if necessary. Ask questions if you don't understand something.

Do your best. Compete against yourself, not someone else.

If you have not received any feedback from your supervisor on how you are doing, ask, so you will know and can make corrective action.

Look the best you can. Wear appropriate, clean clothing according to what you are doing or where you are working. If you are not sure what to wear, talk to your Case Manager or supervisor.

Do not use slang or profanity during your work hours.

Leave your cell phone and/or beeper at home or in your car. Do not take into the work site. Say "Please" and "Thank You." Showing respect and courtesy will make your job easier. Smile and be friendly. Smiling is a priceless job skill.

BENEFITS AND WORKING CONDITIONS STATEMENT FOR WIA CLIENTS

In accordance with WIA, Sections 20 CFR, Part 667.272, you are entitled to the following benefits and working conditions as a trainee enrolled in any WIA activity.

A trainee shall receive no payment for training activities in which the trainee fails to participate without good cause.

Individuals in OJT shall be paid the same rates, including periodic increases, as similarly situated employees or trainees.

Individuals employed in activities under WIA shall be paid wages no less than the federal minimum wage or the prevailing rates of pay for individuals employed in similar occupations by the same employer.

State and federal health and safety standards applicable to working conditions of employees shall be equally applicable to working conditions of clients.

Workers compensation benefits are available in accordance with State Workers Compensation Laws as applicable, with respect to injuries suffered by clients. If the state law is not applicable, clients shall be provided insurance coverage for injuries suffered on the job/training site by the responsible entity providing these services.

All individual employed in subsidized jobs shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work

WIA ORIENTATION TO COMPLAINT PROCEDURES

The Workforce Investment Act (WIA), Section 188, prohibits WIA recipients from discriminating on the basis of race, color, sex, national origin, disability, or political affiliation or belief, age, religion, citizenship (beneficiaries only), participation in the WIA Title I program or activities (beneficiaries only). These procedures will ensure that: (1) complaints are processed using consistent standards; (2) complaints are processed within the required 90 day time period; (3) complainants are afforded due process in the resolution of his/her complaint. This policy and the procedures issued hereunder apply to the following that may be involved in any WIA Title I program or activity: participants; employees; applicants/registrants for aid; benefits; services or training; eligible applicants/registrants; applicants for employment; service providers (where the organization may be attributed a characteristic entitled to protection under WIA); and eligible service providers (same definition applies).

It is the policy of the West Central Arkansas Career Development Center Systems, Incorporated on behalf of the West Central Workforce Investment Board, to assure nondiscrimination and equal opportunity in the operation and administration of all programs, services, and activities funded in whole or in part with WIA funds. The WCACDCS's Equal Opportunity Officer is designated as the responsible individual for affecting complaints with this part. Any individual who believes he/she has been discriminated against has the right to file a complaint with 180 calendar days of the alleged discriminatory act(s) in accordance with the procedures described below.

Under CFR 37, an individual has the option of filing a complaint either with WCACDCS, Arkansas , Employment Security Department, or directly with the Directorate of Civil Rights Commission (DCRC).

Recipient

Laura Robertson, EO Officer
WCACDCS, Inc.
P.O. Box 2690
Russellville, AR 72811
Tele>479-880-1344
TDD(ARS)>1-800-285-1131

State

EO Manager
Ark. Department of Workforce Sei
P.O. Box 2981
Little Rock, AR 72203
Tele>501-682-3106
TDD>1-800-264-2904

Federal

Director
Civil Rights Center
U.S. Dept. Of Labor
200 Constitution Ave.
Room N-4123
Washington, D.C. 20210
Tele>202-693-6500

PROCEDURES FOR FILING DISCRIMINATION COMPLAINTS

WHO MAY FILE

Any person may file who believes that he/she or any specific class or group of individuals has been or is being subjected to discrimination on the basis of race, color, national origin, religion, sex, age, disability, political affiliation, or belief and, for beneficiaries only, citizenship or participation in WIA may file a complaint. The complaint must be in writing and filed by the complainant or by an authorized representative .

REQUIREMENTS FOR FILING A COMPLAINT

Complaints filed must meet the following requirements:

- A. All complaints, including sexual harassment complaints, may be filed at the option of the complainant, with WCACDCS or CRC.
- B. The complaining party must be provided a written description of WCACDCS's discrimination complaint procedures.
- C. Complaints shall be written in sufficient detail to allow the EO Officer to determine whether the Allegation:

- (1) Falls under WCACDCS 's jurisdiction;
- (2) Is timely filed;
- (3) Has apparent merit. The written complaint must identify the complainant by name, along with his/her address/telephone number number (or another means of contact);
- (4) Identify the respondent and be signed by the complainant or his/her authorized representative.

Where the complainant elects to file with WCACDCS, WCACDCS may use CRC's Complaint Information Form (CIF) or develop a form, that contains the information necessary to file a complaint as identified under 29 CFR 37.73.

D. Persons who file complaints must not be subjected to any adverse treatment, retaliation, or other administrative actions based on their filing of such complaint.

PROCEDURES FOR PROCESSING DISCRIMINATION COMPLAINTS

1. Upon receipt of a complaint, the EO Officer must make a determination regarding whether:

- A. the entity against which the complaint is filed is a WIA recipient;
- B. the basis and issues are covered;
- C. the complaint is to be referred to another federal grant making agency for processing; and
- D. the complaint is timely filed. If the complaint is filed more than 180 days from the date the alleged discrimination took place, the complaint should be closed as untimely filed. However, if the complaint is untimely filed (more than 180 days), the complainant may request a waiver of the filing time period from the Director, CRC, for good cause shown, and must receive approval before the complaint can be processed under 29 CFR 37.

2. If the EO Officer determines that WCACDCS does not have jurisdiction over the complaint, the complainant must be notified of this determination in writing immediately, but no later than 30 days from the receipt of the complaint. This notification should also advise the complainant of their right to file with CRC within 30 days from the issuance of Written Notice of Lack of Jurisdiction

3. If a determination is made that WCACDCS has jurisdiction over the complaint, and the complainant has elected to have his/her complaint handled by WCACDCS, the EO Officer at the immediate location where the complaint was filed must issue a Written Notice to the complainant which includes the following information:

- a. Acknowledgment of receipt of complaint.
- b. A statement that the complainant has the right to be represented.
- c. For each issue raised, a statement whether the issue will be accepted for investigation or whether it will be rejected, and the reason why.
- d. A statement that the complainant must allow WCACDCS 90 days from the date the complaint was filed with WCACDCS to complete processing of the complaint.
- e. A statement that WCACDCS has in place an Investigation process and an Alternative Dispute Resolution (ADR) process for resolving complaints; that the complainant chooses the method that will be used to resolve the complaint; and that once the decision is made, confirmation will be made in writing.
- f. The name, address and telephone number of the EO Officer assigned the complaint should there be questions.

4. Within five (5) days of the issuance of the Written Notice, the EO Officer will send a letter to both complainant and respondent identifying: the basis and issues accepted for investigation; the method of resolution (i.e., ADR or Investigation); the rights and responsibilities of each party under the selected method of resolution; and the steps and time frames involved. This letter

should also advise that if WCACDCS has not issued a decision to the complainant on his/her complaint within 45 days from the date the complaint was filed, the complainant may file directly with the EO Manager, Arkansas Dept. of Workforce Services (DWS), or with the U.S. Department of Labor Civil Rights Center, within 30 days of the end of the 90-day time period with WCACDCS and AESD.

5. If the Investigation method is used, the EO Officer must ensure that each party is accorded due process; all issues accepted are investigated; relevant witnesses are interviewed; and a Written Notice of Final Action is issued before the 45-day time period has ended.
6. If ADR is utilized, all parties including persons representing the parties, should be advised of the date, time and location of the mediation conference along with a statement of the issues and the relief sought. The mediation should be held in sufficient time to reach resolution or closure within 60 days of the filing of the complaint.
7. If ADR is successful, both parties must sign an agreement which outlines the specific actions taken and the specific implementation time frames, where appropriate.

PROCEDURES FOR ISSUING THE NOTICE OF FINAL ACTION ON THE COMPLAINT

The WCACDCS is required to issue a Written Notice of Final Action on the complaint to the complainant Within 45 days of the date the complaint was filed, setting forth WCACDCS's decision on the complaint. The Written Notice of Final Action must be issued whether or not an investigation was conducted or ADR was the method used to process the complaint. The Notice issued must include:

- A. Investigation Method
 1. the decision reached on each issue and an explanation of the reasons underlying the decision
 2. notice that if the complainant is dissatisfied, they may file a complaint with the EO Manager, Arkansas Dept. of Workforce Services, or USDOL, Civil Rights Center, Washington, D.C.
- B. ADR Method
 1. If resolution is reached, the notice should provide a description of how the parties resolved the issue. In addition, the notice should advise that a party to any ADR agreement may file a complaint with the Director in the event the agreement is breached. The non-breaching party may file a complaint with the Director within 30 days of the date on which the non-breaching party learns of the alleged breach.
 2. If resolution is unsuccessful, the notice should advise the complainant that if he/she is dissatisfied with WCACDCS ' s final action, they may file a complaint with the Director, CRC, within 30 days from the date the Notice of Final Action was issued.

RECORD KEEPING REQUIREMENTS

All records regarding complaints and action taken there under shall be maintained for a period of not less than three (3) years from the date of resolution of the complaint. In addition, EO Officer should maintain a log of complaints filed that allege discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, and/or participation in a WIA financially assisted program or activity.

The log should include the name and address of the complainant, date filed, basis of the complaint, description of the complaint and any other pertinent information, disposition and date.

HATCH ACT

PROHIBITED ACTIVITIES

POLITICAL

Under the federal Hatch Act, persons employed by WIA (including WCACDCS employees, subcontractors, and/or clients) are prohibited from participation in political activities during working hours.

SECTARIAN

You cannot receive training or be employed at any facility used for religious or anti-religious activity, nor can you participate in any such activities during training hours.

CRIMINAL PROVISIONS

Any person connected with WIA who embezzles, willfully misapplies, or steals WIA money or assets shall be fined not more than \$10,000 or imprisoned for not more than two years or both.

DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented by 15 CFR part 26, subpart F, for grantees, as defined at 15 CFR part 26, sections 26.605 and 26.610:

The grantee certifies that it will continue to provide a drug-free workplace by:

publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against the employees for violation of such prohibition;

establishing an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantee's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation, and employee-assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 2.

Notifying the employees in the statement required by paragraph 2 that, as a condition of employment under the grant, the employee will abide by the terms of the statement; and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction.

Notifying the agency in writing within 10 calendar days after receiving notice under paragraph 5, sentence #2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Director, Office of Federal Assistance and Management Support, HCHB Room 6054, US Department of Commerce, Washington, DC 20230. Notice shall include the identification number(s) of each affected grant.

Taking one of the following actions within 30 calendar days of receiving notice under paragraph 5, sentence #2 with respect to any employee who is so convicted:

taking appropriate personnel action against such an employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended; or

requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

Making a good faith effort to continue to maintain a drug free workplace by implementation of the above policy.

SEXUAL HARASSMENT POLICY

The policy of WCACDCS is that all employees and program clients have a right to work in an environment free of discrimination that encompasses freedom from sexual harassment. WCACDCS strongly disapproves of sexual harassment of its employees and program clients in any form, requires all employees and program clients to avoid offensive or inappropriate sexual and/or sexually harassing behavior at work, and will be held responsible for insuring that the workplace is free from sexual harassment.

Specifically, WCACDCS prohibits the following:

- 1 Unwelcome sexual advances;
- 2 Requesting sexual favors whether or not accompanied by promises or threats with regard to employment or training.
- 3 Other verbal or physical conduct of a sexual nature made to any employee or program client that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any personnel or program decision regarding that person's employment, participation, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, career development, or program participation.
- 4 Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Such conduct as listed above may result in disciplinary action up to and including dismissal.

Other sexually harassing conduct in the workplace or program, whether physical or verbal, committed by supervisors, non-supervisory personnel, or program clients is also prohibited. This behavior includes, but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and sexually suggestive objects, books,

magazines, photographs, cartoons, or pictures.

Employees or clients who have complaints of sexual harassment by anyone at work or at a training site, including any supervisors, coworkers, or visitors are urged to report in writing such conduct to WCACDCS officials, so that WCACDCS may investigate and resolve the problem. Employees and clients may bring such matters to the direct attention of their supervisors, to the WIA EEO Officer, WIA Coordinator, or the WCACDCS Executive Director. If the complaint involves the employee's or client's supervisor or someone in the direct line of supervision or, if the employee or client for any reason is uncomfortable in dealing with his or her immediate supervisor, he or she may go to another supervisor or directly to the WIA EEO Officer, or the Executive Director of WCACDCS.

WCACDCS will endeavor to investigate all complaints as expeditiously and professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken. WCACDCS will make every attempt possible to maintain confidentiality of the information provided in the complaint and investigation process.

There will be no retaliation against employees or clients reporting sexual harassment or assisting WCACDCS in the investigation of the complaint. However, if after investigating any complaint of harassment or unlawful discrimination WCACDCS learns that the complaint is not bona fide or that any employee or client has provided false information regarding the complaint, disciplinary action up to and including dismissal may be taken against the individual who provided the false information.