



## NON-DISCRIMINATION POLICY

It is against the law for this recipient of Federal financial assistance (which includes Per Scholas, Inc.) 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, or 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.

Per Scholas 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.

Per Scholas must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, Per Scholas is required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

## 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:

- > Per Scholas' Equal Opportunity Officer (or the person whom the recipient has designated for this purpose) – which is Annette Allen, Director of Human Resources; 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 Per Scholas, you must wait either until Per Scholas 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 Per Scholas does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. 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 Per Scholas 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.