



CAPITAL REGION

# Explanation of Equal Opportunity Rights & Grievance/Complaint Information

## EQUAL OPPORTUNITY RIGHTS

It is against the law for Federally funded programs to discriminate. Any beneficiary of programs assisted under the Title I of the Workforce Innovation & Opportunities Act of 2014 (WIOA) must comply with the Equal Employment Opportunity Law.

No person seeking or receiving services shall be denied participation based on race, color, religion, sex, national origin, age, disability, political affiliation or belief.

If you believe that you have been discriminated against in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; the Age Discrimination Act, you should contact:

<p><b>Brian Davis, EEO Officer</b>  <b>Capital Region Workforce Development Board</b>  <b>1001 N Laburnum Ave, Suite B</b>  <b>Richmond, VA 23223</b>  <b>(804) 652-3228</b></p>	<p><b>or</b></p>	<p><b>Vicki M. Tanner, EEO Officer Virginia Community College System</b>  <b>Richmond, VA 232</b>  <b>(804) 819-168</b></p>
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## VIRGINIA CAREER WORKS - CAPITAL REGION COMPLAINT PROCEDURE

The Virginia Career Works - Capital Region Centers have a grievance/complaint procedure that you may use if you have a complaint related to your participation in any employment or training activity. The Grievance Procedure is available at each Virginia Career Works - Capital Region Center and a copy may be obtained from your counselor or from the Workforce Center Director.

\_\_\_\_\_  
**Applicant's Signature**  
*(My signature above indicates that my rights have been explained)*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian (If applicant under 18 yrs. Old)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Case Manager's Signature**  
*(My signature above indicates that I have explained the EO rights and complaint/grievance procedures to the applicant)*

\_\_\_\_\_  
**Date**

Auxiliary Assistance Requested? – If so, Explain.