

ORIENTATION INFORMATION BULLETIN 2012

Orientation Information Bulletin It is our responsibility to inform you of our obligations as a recipient of funding under the Workforce Investment Act (WIA).

Below is a summary of information that you should know regarding your participation in this program:

1. **Equal Opportunity is the Law poster (EO):** inform you of your rights, the bases for which you can file a complaint (race, color, national origin, religion, sex, age, disability, political affiliation or belief), and what to do if you believe you have experienced discrimination and the point(s) of contact (Department of Youth and Community Development, New York State Department of Labor, and United States Department of Labor/Civil Rights Center) for filing a discrimination complaint.
2. **Equal Employment Opportunity is the Law poster:** applicants to and employees of programs or activities receiving Federal Financial Assistance are protected under Federal law from discrimination on the following bases: race, color, national origin, sex, and disabilities. If you believe you have been discriminated against, you should immediately contact Department of Youth and Community Development. **(For employees only)**
3. **Notice of Rights Acknowledgement:** serves as your acknowledgement of receipt of the Equal Opportunity Is the Law Poster, WIA Grievance Procedures, EO and Non Discrimination Policy and Complaint Processing Procedures Overview, Know Your Rights Pamphlet, as well as where to obtain the Complaint Information Form/Consent Form and Grievance Form. *Your signature, date, and format in which you received this notice are required.* **(For participant/employee only)**
4. **Sexual Harassment:** is a form of sex discrimination that violates Title VII of the 1964 Civil Rights Act as amended in 1972, New York State Human Rights Law and the WIA of 1998. Sexual Harassment consists of unwanted, unwelcome sexual advances or sexual conduct in the workplace, which has the effect of unreasonably interfering with a person’s work performance. This type of behavior can create an intimidating or hostile work environment. For examples of sexual harassment and what you do if you are a victim of sexual harassment, view the pamphlet entitled “Preventing Sexual Harassment in the Workplace”.
5. **Limited English Proficiency:** If English is not your primary language and you have limited ability to read, speak, write, or understand English, you can be limited English proficient (LEP). You may be entitled to language assistance with respect to a particular type of service, benefit, or encounter, as prescribed by Executive Order 13166. If you are mistreated because you are LEP, it may be National Origin Discrimination. For examples of possible discrimination, as well as examples of good practices, view the pamphlet entitled “Know Your Rights – Federal Interagency Working Group on Limited English Proficiency.

My signature below acknowledges receipt of the information referenced above.

Check which one is applicable:

<input type="checkbox"/> Employee	_____	_____	_____
	Signature	Title	Date
<input type="checkbox"/> Participant	_____	_____	_____
	Signature		Date
<input type="checkbox"/> Worksite	_____	_____	_____
	Signature	Site Name	Date