



# Non-Discrimination Policy

## EQUAL OPPORTUNITY IS THE LAW

As a recipient of federal funds, it is against the law for NOVA and its subrecipients, including training agencies, 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.

NOVA must not discriminate in any one 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 regards to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request at no cost to the individual, recipients are 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:

Cindy Stahl, NOVA Equal Opportunity Officer  
NOVA  
505 W. Olive Avenue, Suite 550  
Sunnyvale, CA 94086  
408-730-7232 / California Relay: Dial 711

or

The Director, Civil Rights Center (CRC)  
U.S. Department of Labor  
200 Constitution Avenue N.W., Room N-4123  
Washington, D.C. 20210  
(or electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc))

If you file your complaint with NOVA, you must wait either until NOVA 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 NOVA does not give you a written decision within 90 days of filing 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 NOVA). If you are dissatisfied with NOVA's decision or resolution of your complaint, 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.

We encourage you to present your complaint to the person in charge of the agency or company in which you believe to have discriminated with the purpose of obtaining a resolution to the problem. If you are not satisfied with the informal resolution, you may present your complaint in writing to NOVA's Equal Opportunity Officer or to the Civil Rights Center (CRC) as noted above.

*For a copy of NOVA's entire **Nondiscrimination and Equal Opportunity Policy and Procedures**, contact Cindy Stahl, NOVA's Equal Opportunity Officer.*

NOVA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.