

NOTICE
ROADMASTER DRIVERS SCHOOL
NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY AND PROVISIONS

Section 188 of the Workforce Investment Act of 1998 prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship, and status of a lawfully admitted immigrant authorized to work in the United States.

Roadmaster Drivers School ("Recipient" or "Company"), does not discriminate against applicants, participants or employees on any prohibited grounds, including but not limited to race, creed, age, gender, religion, national origin, disability, or any other characteristics which are protected by law.

The following is information related to filing a discrimination complaint with the Company and other disclosures required by applicable regulations. The Local Workforce Investment Agency (LWIA) and state workforce agency may have additional policies and procedures for filing a complaint. For information on LWIA and state agency policies and procedures, please contact your applicable LWIA or state agency directly.

Complaint Processing Procedure:

In the event you feel you have been discriminated against, the following provides information on filing a complaint with Recipient and/or applicable governmental agencies.

1. Who May File A Complaint? Any person, who believes that either he/she or any specific class of individuals has been or is being subjected to discrimination, which is prohibited by WIA, may by himself/herself or by a representative file a written complaint. (29 CFR 37.70). Complaint form attached as Attachment 2.

2. Where To File? The complaint may be filed with any of the following, (i) the Company, Corporate Human Resources Dept., Attn: Cherie Donnelly, 11300 4th Street North, Suite 200, St Petersburg, FL 33716 Phone (727) 342-6420 Fax (727) 342-6421 TDD/TTY 711 for local relay services, (ii) the Local Workforce Investment Agency (WIA) recipient (the agency that referred you to the school), (iii) the applicable State Equal Employment Opportunity Officer or the Director of Workforce Services or (iv) Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

3. When To File A Complaint? A complaint must be filed within 180 days of the alleged violation. The Director of CRC may extend the time period for good cause. All non-criminal complaints must be made within one (1) year of the alleged occurrence.

4. Right to Representation: Both the complainant and the respondent have the right to be represented by an attorney or other individual of their choice.

5. Required Contents of a Complaint (Form attached as Attachment 2)—

- (a) All complaints must be in writing and submitted pursuant to the instructions on the Complaint Form.
- (b) Complaints must be signed by the complainant or his/her authorized representative.
- (c) The complaint must contain the name, address, telephone number, and any other means of contacting the complainant.
- (d) The respondent must be clearly identified.
- (e) A detailed description of the complainant's allegations must be contained within the Complaint form.
- (f) Upon receipt of a Complaint, the Company will provide an acknowledgement of receipt to Complainant.
- (g) A Written Notice of Final Action will be provided to the Complainant as soon as practicable, but not longer than 90 days after the date on which the original complaint was filed. The following information will be contained therein:

- (1) Recipient's decision regarding each allegation, and an explanation thereof; or;
- (2) A description of the way the parties resolved the allegations.
- (3) Notice that the complainant has the right to file a complaint with any applicable government agency within 30 days of the date on which the Notice of Final Action is issued, if he/she is dissatisfied with the recipient's final action.

ATTACHMENTS

Attachment 1 – "Equal Opportunity is the Law" Poster (English & Spanish)

Attachment 2 – Complaint Form

ATTACHMENT 1

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 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 United States, or his or 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-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.

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-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Designated Official, Cherie Donnelly, Human Resources Director, 11300 4th Street North, Suite 200, St Petersburg, FL 33716 (727) 342-6420 / TDD/TTY 711 for local relay services; or

the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

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.

(SPANISH)

De Igualdad Oportunidad Es La Ley

Es Contra la ley que este recipiente de ayuda financiera del gobierno federal discrimine en los siguientes casos:

Contra cualquier persona en los Estados Unidos por razón de raza, color, religión, sexo, origen nacional, edad, impedimento físico, afiliación o creencia política; asimismo le está prohibido discriminar contra cualquier beneficiario de programas financiados bajo el Título I de la Ley de Inversión en la Fuerza Laboral (Workforce Investment Act - WIA) de 1998 por razón de su ciudadanía o su estado como inmigrante legalmente admitido y autorizado para trabajar en los Estados Unidos, o por su participación en cualquier programa o actividad financiado bajo el Título I de la ley WIA. El recipiente no puede discriminar en ninguna de las siguientes áreas: Al decidir quién será aceptado o tendrá acceso a cualquier programa o actividad financiado bajo el Título I de la ley WIA; al dar oportunidad o al tratar a cualquier persona con respecto a dicho programa o actividad; al tomar decisiones sobre empleos en la administración de, o en relación con, dicho programa o actividad.

Que Debe Haver Si Usted Cree Que Ha Sido Discriminado

Si usted piensa que ha sido discriminado, en cualquier programa o actividad financiado por la ley WIA usted puede hacer una queja dentro de los 180 días siguientes a la fecha en que ocurrió la violación con cualquiera de las siguientes personas:

the recipient's Designated Official, Cherie Donnelly, Human Resources Director, 11300 4th Street North, Suite 200, St Petersburg, FL 33716 (727) 342-6420 / TDD/TTY 711; or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Si usted hace su queja directamente con el recipiente usted tiene que esperar hasta que el recipiente emita un Aviso de Decisión Final (Notice of Final Action) por escrito o hasta que hayan transcurrido 90 días (lo que ocurra primero), antes de hacer su queja con el CRC (vea la dirección arriba). Si el recipiente no le da a usted un Aviso de Decisión Final por escrito dentro de los 90 días después de la fecha de su queja usted no necesita esperar que se emita el Aviso de Decisión Final para hacer una queja con el CRC. Sin embargo, usted tiene que hacer su queja con el CRC dentro de 30 días después de los 90 días iniciales (o sea dentro de 120 días después que hizo su queja por primera vez). Si el recipiente le da a usted el Aviso de Decisión Final por escrito pero usted no está satisfecho con la decisión o lo que han resuelto, usted puede hacer una queja con el CRC. En este caso usted tiene que hacer su queja dentro de los 30 días siguientes después de que recibió el Aviso de Decisión Final (Notice of Final Action).

ATTACHMENT 2
Complaint Form

(PLEASE COMPLETE THE ENTIRE FORM. IF CERTAIN INFORMATION IS NOT APPLICABLE
PLEASE DESIGNATE BY WRITING "NA")

Complainant's Information

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Respondent's Information

Name of Institution: _____

Name of Individual(s) involved in
Allegation: _____

Date of Most Recent Incident: _____

Allegation

1. Explain as briefly and as clearly as possible what happened. Be sure to indicate who was involved and how other persons were treated differently from you. If necessary, you may also attach additional written material pertaining to your case.

2. What other information do you think is relevant to our investigation? Attach additional sheets as necessary.

3. What is your desired resolution of this Complaint?

4. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to further support your response (if necessary feel free to attach additional written material).

This form must be submitted via U.S. Mail or Fax to:

	Human Resources Department Attn: Cherie Donnelly 11300 4th Street North, Suite 200 St Petersburg, FL 33716 Phone (727) 342-6420 Fax (727) 342-6421
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SHOULD YOU NEED ASSISTANCE IN COMPLETING THIS FORM OR HAVE ANY QUESTIONS, PLEASE CONTACT CHERIE DONNELLY VIA ONE OF THE METHODS LISTED ABOVE

BY SIGNING AND SUBMITTING THIS FORM, YOU HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS COMPLAINT AND TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE AND NOT SUBMITTED FOR THE PURPOSE OF HARASSMENT. BY SUBMITTING THIS FORM YOU AGREE TO PARTICIPATE IN THE INVESTIGATION OF THIS COMPLAINT BY THE RESPONDENT.

By: _____
(Signature)

Name: _____

Date: _____