**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 (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 workforce programs, on the basis of the individual's citizenship status or participation in any 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 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.

**Grievance and Complaint Policy**

As an applicant, participant, or customer of TechBoost, if you feel that your rights are being violated due to an act of discrimination based on race, color, religion, sex (including pregnancy, childbirth, or other related medical conditions; transgender status; or gender identity), national origin (including limited English proficiency), marital status, age, disability, political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, you may file a complaint **within 180 days of the alleged violation** directly with any of the agencies listed below:

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| --- | --- | --- |
| **Clark University** | **Massachusetts Commision Against Discrimination (MSAD)** | **U.S. Department of Labor**  **Civil Rights Center (CRC)** |
| **Send by postal mail:**  John G. LaBrie, Ed.D.  Dean of the School of Professional Studies and  Associate Provost for Professional Education  950 Main Street  Worcester, MA. 01610  Tel: (508) 793-7623  **Email**: [jlabrie@clarku.edu](mailto:jlabrie@clarku.edu) | **Send by postal mail**:  One Ashburton Place, Room 601 Boston, MA 02108  Charles Walker, Chairman & Commissioner Tel: (617) 727-3990 Fax: (617) 720-6053 | **Send by postal mail**:  Director  Civil Rights Center (CRC)  Attention: Office of External Enforcement  U.S. Department of Labor  200 Constitution Avenue, NW  Room N–4123  Washington, DC 20210  **Fax**: (202) 693-6505, ATTN: Office of External Enforcement (limit of 15 pages)  **Email:** [CRCExternalComplaints@dol.gov](mailto:CRCExternalComplaints@dol.gov) |

If you have a problem that arose in connection with the program operated in your area, you should take the following steps: 1) Discuss the matter with the staff member directly. If the problem is not resolved to your satisfaction, ask to speak with their supervisor. 2) If, after discussion with the supervisor, the issue is still not resolved to your satisfaction, please notify the Dean at Clark University, and you will be given information about the process to file a formal written grievance/complaint and the procedures to address your concern. You also have the right to file a complaint with either the Massachusetts Commission Against Discrimination and/or the Department of Labor’s Civil Rights Center. Regardless of where they are filed, all complaints must be filed in writing, and must include the following information:

1. The name of and contact information for the complainant
2. The name of and contact information for the recipient that committed the alleged discriminatory act(s)
3. A description of the alleged discriminatory act(s) in sufficient detail to allow a reader to understand what act(s) occurred, when the act(s) occurred, and what the alleged basis of (reason for) the discrimination (e.g., race, age, national origin)
4. The signature of the complainant, or the signature of the complainant’s authorized representative (if any)

Upon receipt of the written grievance/complaint by Clark, your concern will be investigated and a hearing may be scheduled. Following this review, a final decision will be issued via a written Notice of Final Action. An appeal may be filed to the attention of the Provost if a) the decision is not completed **within 90 days**, or b) either party is dissatisfied with the decision. Regardless of whether or not you are satisfied with the resolution of your complaint, you may file a complaint with MCAD or CRC.

You have the right to be represented in the complaint process by an attorney or other representative. Written notice from the complainant must be provided identifying the representative. A recipient is prohibited by law from retaliating against any person who has filed a complaint, testified, or participated in a manner in an investigation or other proceeding.

**As a participant enrolled in TechBoost, I certify that I have read the above statement and understand my rights and responsibilities as enumerated in the statement.**

X

Participant Signature Date

X

Parent Signature (if under age 18) Date