

MEMORANDUM

TO: Sponsors of Apprenticeships in Alabama

FROM: Joshua J. Laney, Director, Alabama Office of Apprenticeship

RE: Updates to EEO Complaint Procedures

DATE: 11/10/2020

There have been national and state updates to the contact information regarding Equal Employment Opportunity (EEO) complaints from apprentices. These changes are effective immediately and supersede any prior documentation or guidance issued by the US Department of Labor or the Alabama Office of Apprenticeship. Sponsors are required to share this information with employers participating in their program and instruct them on the updates of contact information posted at their places of employment. It is incumbent on sponsors of registered apprenticeships to make certain this accurate information is conveyed to all current and future apprentices. It is not necessary to revise apprenticeship standards documents. This memo and the information herein should be attached to the standards and provided to apprentices as part of their opportunity to review the standards. Electronic copies of a poster with the updated information are attached to this document and hard copies will be mailed to sponsors with active apprentices as a courtesy.

Posters and any other documents with contact information for EEO complaints listing the EEO contact for apprentices in Alabama should contain the following information:

Documents listing Federal contact information should use:

**U.S. Department of Labor
Office of Apprenticeship
200 Constitution Ave.
NW Washington, DC 20210
Attn: Apprenticeship EEO Complaints
Andrew Ridgeway 202-693-3536
ApprenticeshipEEOcomplaints@dol.gov**

Documents listing State contact information should use:

**Alabama Office of Apprenticeship
One Technology Court
Montgomery, AL 36116
334-280-4414
info@alapprentice.org**



Attachments: EEO Poster File

EQUAL EMPLOYMENT

OPPORTUNITY PLEDGE

INSERT SPONSOR NAME

will not discriminate against apprenticeship applicants or apprentices based on RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), SEXUAL ORIENTATION, GENETIC INFORMATION, OR BECAUSE THEY ARE AN INDIVIDUAL WITH A DISABILITY OR A PERSON 40 YEARS OLD OR OLDER.

INSERT SPONSOR NAME

will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under **Title 29 of the Code of Federal Regulations, part 30.**

YOUR RIGHT TO EQUAL OPPORTUNITY

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship.

FILING A DISCRIMINATION COMPLAINT

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

U.S. Department of Labor
 Office of Apprenticeship
 200 Constitution Ave., NW
 Washington, D.C. 20210
 Attn: Apprenticeship EEO Complaints
 Andrew Ridgeway 202-693-3536
 ApprenticeshipEEOcomplaints@dol.gov

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below.

Insert EEOC contact information and Contact information for state fair employment practices agency, as applicable

Alabama Office of Apprenticeship
 One Technology Court
 Montgomery, AL 36116
 334-280-4414
 info@alapprentice.org

EACH COMPLAINT FILED MUST BE MADE IN WRITING AND INCLUDE THE FOLLOWING INFORMATION:

1. Complainant's name, address, and telephone number, or other means of contact, for contacting the complainant.
2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination).
3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 or older), genetic information, or disability).
4. The complainant's signature or the signature of the complainant's authorized representative.



OFFICE OF APPRENTICESHIP