



## Equal Opportunity Statement, Complaint, and Appeal Procedure

### EQUAL OPPORTUNITY STATEMENT

Vermont Adult Learning (VAL) provides equal opportunity for all employees, students, and training participants, regardless of age, sex, color, race, creed, national origin, ancestry, place of birth, religious persuasion, marital status, sexual orientation, political belief, or disability that does not impair performance of essential job functions. In addition, laws regarding veterans' status are observed. VAL is committed to providing a safe learning experience for all participants. For more information on VAL's Non-Discrimination Policy, please visit: <https://vtadultlearning.org/about-us/#non-discrimination-policy>

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### COMPLAINT & APPEAL PROCEDURE

We strive to make your experience with us as positive and productive as possible, but there may be times when you feel you are not being treated fairly or appropriately. In these circumstances, we encourage you to take advantage of the following methods to register a complaint or appeal a decision:

1. Speak directly with Vermont Adult Learning staff to attempt to resolve issues informally.
2. If that does not resolve this issue, please file a formal complaint by contacting Kim Rupe Lennox, Director of Workforce Development at (802) 490-3287 or [krupelennox@vtadultlearning.org](mailto:krupelennox@vtadultlearning.org). An informal resolution and a hearing are to be completed within 60 days of the filing of the grievance or complaint.
3. If the issue is still not resolved, please contact David Justice, Associate Director, at (802) 923-3960, email [djustice@vtadultlearning.org](mailto:djustice@vtadultlearning.org), or write to Vermont Adult Learning ATTN: David Justice at 77 College Street, Suite 100, Burlington, Vermont 05401
4. Should you feel that your complaint has not been resolved and is Civil Rights related, you have the right to file a written complaint with the Civil Rights Commission within 180 days of the alleged discrimination. This can be mailed to:

Director  
Civil Rights Center  
ATTENTION: Office of External Enforcement  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room N-4123  
Washington, DC 20210

I have read the above Equal Opportunity Statement and Complaint & Appeal Procedures and understand what is expected of me and what my resources are:

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_