DATE: December 13, 2019

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
       Workforce Development System

SUBJECT: WDS DIRECTIVE No. 20-12
         (Supersedes WDS Directive No. 17-16)
         TRANSMITTAL OF TRANSLATED "EQUAL OPPORTUNITY IS THE LAW"
         AND "WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED
         DISCRIMINATION" POSTERS, NOTICES, AND SIGNATURE PAGES

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
By means of this directive, updated copies of "Equal Opportunity Is The Law" and "What to Do If You Believe You Have Experienced Discrimination" posters are being transmitted. Also included, are signature pages confirming new staff members and participants have received copies of "Equal Opportunity Is The Law" and "What to Do If You Believe You Have Experienced Discrimination" posters. The Equal Opportunity (EO) notices are also provided in the following languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Portuguese</td>
</tr>
<tr>
<td>Chinese (Traditional)</td>
<td>Russian</td>
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<tr>
<td>French</td>
<td>Spanish</td>
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<tr>
<td>French Creole</td>
<td>Tagalog</td>
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<tr>
<td>Korean</td>
<td>Vietnamese</td>
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</tbody>
</table>

REQUIRED ACTIONS
"Equal Opportunity is the Law" and the "What to Do If You Believe You Have Experienced Discrimination" posters must be posted prominently throughout each agency. Full-sized copies of the notices must be given to all new staff and participants—the enclosed signature page must be kept in the corresponding participant or staff member's file. If a staff member or participant's primary language is other than English, they should be offered a copy of the statements in their primary language. It should be noted in the participant file, that the participant received a copy of the "EO is the Law" statement and the "What to Do If You Believe You Have Experienced Discrimination" statement in another language (specify which language), as well as English. This should be done on the acknowledgement of receipt of the "EO is the Law" statement and the "What to Do If You Believe You Have Experienced Discrimination" signature form that is included in this directive.
This directive is not retroactive. New signature pages do not need to be obtained for existing participants, or staff, if they already have the previous signature page in their file.

**PERFORMANCE EVALUATION CRITERIA**
During site visits, Program and EO Compliance Unit monitors will be looking for the updated posters as well as new signature pages in participant and staff files.

**CONTACT**
If you have any questions or require further information, please contact your assigned Program Monitor or Richard Cheng, EO Compliance Officer at (213) 744-9351; TTY:711 or Richard.Cheng@lacity.org.

GR:RC:cg
Attachments: 1. EO is the Law Signature Page – English
2. EO is the Law Signature Page – Spanish
3. EO is the Law Poster – English
4. EO is the Law Poster – Spanish
5. What to do Discrimination Poster – English
6. What to do Discrimination Poster – Spanish
7. EO is the Law – Arabic
8. EO is the Law – Chinese
9. EO is the Law – English
10. EO is the Law – French
11. EO is the Law – French Creole
12. EO is the Law – Korean
13. EO is the Law – Portuguese
14. EO is the Law – Russian
15. EO is the Law – Spanish
16. EO is the Law – Tagalog
17. EO is the Law – Vietnamese