



TO: All Employees

FROM: Beth Townsend, Executive Director

SUBJECT: IOWA WORKFORCE DEVELOPMENT EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of the Iowa Workforce Development to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide program and employment facilities which are accessible to persons with disabilities; and to administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, sex, marital status, national origin, age, physical or mental disability and sexual orientation or gender identity.

Beth Townsend, Executive Director of the Iowa Workforce Development, has ultimate responsibility for the overall administration of the Equal Employment Opportunity/Affirmative Action Program. This includes responsibility for integrating equal opportunity into all parts of personnel and program management, reviewing all policies and procedures as they affect equal opportunity and affirmative action, ensuring compliance with relevant federal and state statutes, and designing and implementing an internal system for auditing and reporting the program's effectiveness to the Director of the Iowa Department of Administrative Services.

Iowa Workforce Development Board, Division Administrators, Bureau Chiefs and other supervisory personnel within the Iowa Workforce Development shall have the responsibility for implementing this policy and the Affirmative Action Program within their areas of authority. This includes establishing corrective measures designed to remedy identified disparities in their workforce, monitoring the progress made and reporting the level of accomplishment to the director.

This department prohibits discrimination in its employment and services, programs and activities and, as a result, assures that any person who feels that he/she has been denied employment opportunities or benefits because of race, creed, color, religion, sex, marital status, national origin, mental or physical disability, sexual orientation or gender identity or age has the right to pursue internal grievance procedures and/or to file a complaint with the Iowa Department of Civil Rights or the appropriate federal regulatory agency.

1000 E Grand Avenue • Des Moines, IA 50319 • <https://workforce.iowa.gov>
Equal Opportunity Employer/Program
Auxiliary aids and services available upon request to individuals with disabilities.
For deaf and hard of hearing, use Relay 711.

The department further assures that any person who feels that he/she has been denied participation, representation or services in any program administered by this department because of race, creed, color, religion, gender, sex, marital status, national origin, age or mental or physical disability, sexual orientation or gender identity has the right to file a complaint with the Iowa Workforce Development or Iowa Civil Rights or the appropriate federal regulatory agency.

You can file your complaint at the local or State level by contacting:

Brooke Axiotis
Iowa Workforce Development
1000 East Grand Avenue
Des Moines, IA 50319
(515) 802-9425 (Cell)
Brooke.Axiotis@iwd.iowa.gov

Additionally, federal regulatory agency provides that any person who feels that he/she has been denied participating, representation, or services in any program, service or activity administered by this department because of race, creed, color, religion, gender, national origin, age, or mental or physical disability and, affiliation or belief and for beneficiaries only, citizenship or participation in WIOA Title-1 financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title-financially assisted program, service or activity has the right to pursue internal complaint procedures and/or file a complaint simultaneously with:

Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW -- Room N4123 Washington, DC 20210
Phone number (202) 693 - 6500
TTY/TDD: (202) 693-6516
Email: CivilRightsCenter@dol.gov

Complaint forms for the Civil Rights Center (CRC) are available through the State WIOA Equality & Diversity Officer.

This Equal Employment Opportunity/Affirmative Action Policy of the Iowa Workforce Development shall be posted in conspicuous places within each of the department's offices, one stop centers and distributed to all department employees, chairpersons of this department's advisory, and policy-making groups, recruiting sources and Access Points.

06/16/2025

Date