



**Chester County Workforce Development Board**

Government Services Center  
 601 Westtown Road, Suite 365  
 PO Box 2747  
 West Chester, PA 19380-0990  
 phone (610) 344-6900 fax (610) 344-6925  
 email: [ccdcd@chesco.org](mailto:ccdcd@chesco.org)  
 website: [www.chesco.org/ccdcd](http://www.chesco.org/ccdcd)

## Acknowledgement of Sexual Harassment Policy

I hereby certify that I have received, read and understand the sexual harassment policy and my rights as a Participant of the program and acknowledge so with my signature.

All Career Corps Program staff and program participants must be aware of the individual assigned the responsibility for ensuring that the work place and program locations are free from sexual harassment and responsible for investigating complaints of sexual harassment. Program participants can find this information in their participant handbook.

Complaints may be filed with your local contact listed below:

- Lila Singleton, Chester County WIOA, Chester County Department of Community Development, 601 Westtown Road, Suite 365, West Chester, PA 19380, Phone number: (610) 344-6900: Extension: 6914

**Additionally, complaints may be filed with any of the agencies listed below:**

Within 180 Days of the Incident	Within 300 Days of the Incident	Additional Resource
PA Human Relations Commission 301 Chestnut Street, Suite 300 Harrisburg, PA 17105-3145 Phone: 717-787-4410 Fax: 717-214-0584 TDD: 717-787-7279	Equal Employment Opportunity Commission Bourse Building, Suite 400 21 South 5 <sup>th</sup> Street Philadelphia, PA 19105-2515 Phone: 215-440-2600 Fax: 215-440-2604	Bureau of Equal Opportunity Department of Public Welfare Room 223 Health & Welfare Building Harrisburg, PA 17120 Phone: 717-787-1127

Participant Signature

Date

Witnessed By WIOA Representative:

Witnessed at (Name and address where document was received, signed and dated)

Note: This document must be retained in the Participant file.