EMPLOYEE RIGHTS **UNDER THE FAMILY AND MEDICAL LEAVE ACT**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

weeks of unpaid, job-protected leave in a 12-month period for the . The birth of a child or placement of a child for adoption or foster To bond with a child (leave must be taken within 1 year of the

An employee does not need to use leave in one block. When it is

nedically necessary or otherwise permitted, employees may take leave

Eligible employees who work for a covered employer can take up to 12 Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued naid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. While employees are on FMLA leave, employers must continue health nsurance coverage as if the employees were not on leave. To care for the employee's spouse, child, or parent who has a

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and For the employee's own qualifying serious health condition that other employment terms and conditions makes the employee unable to perform the employee's job; An employer may not interfere with an individual's FMLA rights or For qualifying exigencies related to the foreign deployment of a retaliate against someone for using or trying to use FMLA leave, military member who is the employee's spouse, child, or opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious An employee who works for a covered employer must meet thre

criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months:

 Work at a location where the employer has at least 50 EMPLOYER RESPONSIBILITIES employees within 75 miles of the employee's worksite. Once an employer becomes aware that an employee's need for leave is *Special "hours of service" requirements apply to airline flight crev for a reason that may qualify under the FMLA, the employer must notif the employee if he or she is eligible for FMLA leave and, if eligible, Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide ugh information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include forming an employer that the employee is or will be unable to

ust also provide a notice of rights and responsibilities under th FMLA. If the employee is not eligible, the employer must provide a Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a private lawsuit against an perform his or her job functions, that a family member cannot perfor is necessary. Employees must inform the employer if the need for leave The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective argaining agreement that provides greater family or medical leav

is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating Have at least 1,250 hours of service in the 12 months before For additional information or to file a complaint:

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

Form AR-P

Ark. Code Ann

\$11-9-403, 407

AWCC Rule 7

Updated:

06-16-14

Ref.: 29 USC, Ch. 28, Sec. 2619

WH1420 REV 04/16

ARKANSAS WORKERS' COMPENSATION

COMMISSION 324 Spring Street, Little Rock, AR 72201 Mail: P. O. Box 950, Little Rock, AR 72203-0950 Little Rock Office - 1-800-622-4472 / 501-682-3930 Springdale Office - 1-800-852-5376 / 479-751-2790

WORKERS' COMPENSATION INSTRUCTIONS TO EMPLOYERS AND EMPLOYEES

All employees of this establishment entitled to benefits under the provisions of the Arkansas workers' compensation laws are hereby notified that their employer has secured the payment of such compensation as may at any time be due employees or their dependents. This employer is required by state law to provide workers' compensation coverage or this employer has waived the exclusion or exemption from the operation of the workers' compensation laws, and the employer certifies by the display of this poster that workers' compensation coverage is now provided by a workers' compensation insurance policy or by enrollment in the Arkansas Self-Insurance Program or by the Public Employee Claims Division of the Arkansas Insurance Department.

> (Place label indicating Insurer's Name, Claims Office Address, Claims Office Phone Number and Policy Expiration Date)

IN CASE OF JOB-RELATED INJURIES OR OCCUPATIONAL DISEASES

The Employer Shall:

- Provide all necessary medical, surgical and hospital treatment, as required by law, following the injury and for such additional time as ordered by the Workers' Compensation Commission.
- Provide compensation payments in accordance with the provisions of the law. The first installment of compensation becomes due on the 15th day after the employer has notice of the injury or death, except in those cases where liability has been denied by the employer.
 - Keep a record of all injuries received by its employees.

Provide prompt reporting of accidents to appropriate parties.

The Employee Shall:

The employee shall report the injury to the employer on Form N and to a person or at a place specified by the employer, unless the injury either renders the employee physically or mentally unable to do so, or the injury is made known to the employer immediately after it occurs. The employer shall not be responsible for disability, medical, or other benefits prior to receipt of the employee's notice of injury. All reporting procedures specified by the employer must be reasonable and shall afford each employee reasonable notice of the reporting requirements. The foregoing shall not apply when an employee requires emergency medical treatment outside the employer's normal business hours; however, in that event, the employee shall cause a report of the injury to be made to the employer on the employer's next regular business

Failure to give such notice shall not bar any claim (1) if the employer had knowledge of the injury or death, (2) if the employee had no knowledge that the condition or disease arose out of and in the course of employment, or (3) if the Commission excuses such failure on the grounds that for some satisfactory reason such notice could not be given. Objection to failure to give notice must be made at or before the first hearing on

Statutory Information:

Ark. Code Ann. § 11-9-514(b) states: "Treatment or services furnished or prescribed by any physician other than the ones selected according to the foregoing, except emergency treatment, shall be at the claimant's expense." Ark. Code Ann. § 11-9-514(f), however, indicates: When

- compensability is controverted, subsection (b) shall not apply if: The employee requests medical assistance in writing prior to seeking the same as a result of an alleged compensable injury; and The employer refuses to refer the employee to a medical provider within forty-eight (48) hours after such written request as provided
- The alleged injury is later found to be a compensable injury; and The employer has not made a previous offer of medical treatment.

If you have any questions regarding your rights under the Arkansas workers' compensation laws, you may call an Arkansas Workers' Compensation Commission legal advisor at our toll-free number listed above.

All employers who come within the operation of the Arkansas workers' compensation laws and have complied with its provisions must post

this notice in a CONSPICUOUS place in or about their place or places of business.

Ref.: AWCC Rule 099.07



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Important Notice to Employees and Applicants

This poster includes mandatory employee notices to inform you of your rights. This information must be posted at all times and available for your review. If you have any questions about these postings, please contact this company's management.

ARKANSAS Department of **WORKFORCE**SERVICES

NOTICE TO EMPLOYEES **HOW TO CLAIM UNEMPLOYMENT INSURANCE** CHILD LABOR

ADDITIONAL

Employees of

are covered by the Department of Workforce Services Law.

The Law provides Unemployment Benefits for unemployed workers and under certain conditions for those working only part time.

As a covered employee, your employer has contributed to or will reimburse the Arkansas Unemployment Trust Fund from which benefits are paid. **NO DEDUCTIONS CAN BE MADE** FROM YOUR WAGES FOR THIS PURPOSE. Be sure your employer has your correct Social Security Account Number.

A. If and when you know you are going to be out of work for a calendar week or more, YOU SHOULD PROMPTLY:

> File a claim for benefits through the Department of Workforce Services office nearest you.

We will try to help locate work for you both before benefit payments start and while they are being paid.

B. If you are attached to a regular employer, working less than full time due entirely to lack of work, you may be

In that case, claim partial benefits -promptly -by reporting the facts (wages, dates, employer) to your Local Office. **Do not delay doing this.**

eligible for partial Unemployment Insurance Benefits.

information.

Our Local Office will answer questions and supply further

Full time Local Offices are situated in the following cities to provide services to Unemployment Insurance Claimants:

Arkadelphia **Batesville** Benton **Blytheville** Camden Conway El Dorado **Fayetteville Forrest City Fort Smith** Harrison

Hope **Hot Springs Jacksonville** Jonesboro **Little Rock** Magnolia Malvern Mena Monticello **Mountain Home**

Paragould

Pine Bluff

Russellville

Texarkana

West Memphis

Rogers

Searcy

CAUTION: False statements to obtain benefits, concealment of material facts, or failure to report earnings for the purpose of obtaining or increasing Unemployment Insurance Payments, are violations of criminal laws and lead to prosecution.

Các Dịch Vu Thông Dịch/Phiên Dịch có sắn qua văn phòng địa phương của quỳ vị. — เกื้อวภามปะจำแ

Ref.: Arkansas Code, Sec. 11-10-520 DWS-ARK-237 (Rev. 1-07) v05152018



EMERGENCY NUMBERS CALL 911

AMBULANCE:

PHYSICIAN:

FIRE DEPARTMENT:

POISON CONTROL:

POLICE:

HOSPITAL:

PAY DAY NOTICE

☐ FRIDAY

□ SATURDAY

PAY DAY IS ON:

■ MONDAY **□** TUESDAY

□ WEDNESDAY □ SUNDAY

☐ THURSDAY

PAY SCHEDULE IS:

□ WEEKLY ☐ SEMI MONTHLY **□** BIWEEKLY ☐ MONTHLY

PAYCHECKS ARE ISSUED ON THE:

OF THE MONTH AND TIME:

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it. **OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek

and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14

are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash

wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee

to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to **MOTHERS** provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The **ENFORCEMENT** Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations

 Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. INFORMATION Some state laws provide greater employee protections; employers must comply with both Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.



EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging,

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees

pharmaceutical manufacturers, distributors and dispensers.

for refusing to take a test or for exercising other rights under the Act.

disciplining, or discriminating against an employee or prospective employee

employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie

of security service firms (armored car, alarm, and guard), and of

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

also bring their own court actions.

ARKANSAS DEPARTMENT OF LABOR AND LICENSING

NOTICE

to employer & employee

MINIMUM WAGE All employees covered by Arkansas Code 11-4-202 to

11-4-220 must be paid a minimum wage of at least: \$9.25 an hour effective January 1, 2019 with an allowance for gratuities not to exceed \$6.62

\$10.00 an hour effective January 1, 2020 with an allowance for gratuities not to exceed \$7.37 \$11.00 an hour effective January 1, 2021 with an allowance for gratuities not to exceed \$8.37

COVERAGE

The Arkansas Minimum Wage applies to an employer of four (4) or more persons. All employees of the above employers are covered *Executive, administrative or professional employees. *Outside commission-paid salesmen.

*Students whose work is a part of a bona fide

*Students who work in the schools they are attending.

Some farm laborers. *Independent contractors. *Employees of the United States. STUDENT RATE Any full-time student attending any accredited institution of education within the State of Arkansas,

vocational training program.

and who is employed to work an amount not to exceed twenty (20) hours during weeks that school is in session or forty (40) hours during weeks when school is not in session, such rate of wage shall be equal to not less than eighty-five (85%) of the applicable minimum wage provided a Student Certificate of Eligibility is obtained from the Arkansas Department of Labor and Licensing. Student workers subject to the 85% provision of the applicable minimum wage rate and a gratuity allowance shall not be paid less than the base wage guaranteed any other employee subject to a gratuity allowance.

HANDICAPPED WORKERS The Secretary has established procedures for employment of these workers. For further information contact the Department of Labor and Licensing.

STUDENT-LEARNERS A "Student-Learner" is a person who is receiving regular instructions in an accredited school and who is employed on a part-time basis in a bona fide training program. For further information contact the Department of Labor and Licensing.

one and one-half times the regular hourly rate of pay for hours worked in excess of 40 hours in a workweek. This overtime provision shall not be applicable with respect to employers with less than 4 employees, or agricultural employees. WORKWEEK

A workweek is a regularly recurring period of

OVERTIME PAY

Overtime compensation must be paid at the rate of

168 hours in the form of seven consecutive 24-hour

ENFORCEMENT Powers of the Secretary of Labor:

The Secretary or his representatives have the enter and inspect any place of employment in the State to examine books, payrolls, and records having to do with wages and hours. He may copy these records if necessary and

require written or sworn statements from an employer about his employees' earnings and enforce all regulations issued thereunder.

accommodation does not impose undue hardship.

training, classification, referral, and other aspects of employment.

the law is being obeyed.

DEDUCTIONS FROM THE MINIMUM WAGE

No deduction from the applicable minimum wage may be made except those authorized or required by law or by rule of the Secretary of Labor, however,

may question any employees to find out if

authorized in writing by the employee. KEEPING OF RECORDS All employers subject to the Minimum Wage Law

minimum wage rate, must maintain daily records

showing for each employee the amounts claimed as

allowances and must maintain records which will

deductions which are not otherwise prohibited and

which are for the employee's benefit may be made if

must keep accurate records for a period of three (3) years. These records must include the name, address, occupation, rate of pay, hours worked and the amount paid each pay period for all employees covered by the law. In addition, every employer who claims an allowance for tips, board, lodging, apparel or other items or services as part of the applicable

substantiate the amount of tips actually received by the employee or the employer's reasonable cost in supplying items or services to the employee. **EQUAL PAY ACT**

No employer in the State of Arkansas shall discriminate in the payment of wages as between the sexes or shall pay any female in his employ, salary or wage rate less than the rates paid to male employees for comparable work. Provided, however, that nothing in this Act shall prohibit a variation in rates of pay based upon a difference in seniority, experience. training, skill, ability, or difference in duties and services performed, or difference in the shift or time of

the day worked, or any other reasonable

differentiation except difference in sex. Every

employer shall keep and maintain records of the

salaries and wage rates, job classifications and other

terms and conditions of employment of the persons

employed by him and such records shall be preserved

for a period of three (3) years. **PENALTIES** Any employer who willfully hinders or delays the

Secretary or his authorized representative in the performance of his duties in the enforcement of these statutes or otherwise willfully violates any provision of these statutes or of any regulation issued under it shall be deemed in violation of the Minimum Wage Law and shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000,00) for each violation. For the purpose of this subsection, each such violation shall constitute a separate offense. Any employer who willfully discharges or in any other manner willfully discriminates against any employee because such employee has made any complaint to his employer, to the Secretary of Labor, or his authorized representative that he has not been paid minimum wages in accordance with the provisions of these statutes, or because such employee has caused to be instituted or is about to cause to be instituted any proceeding under or related to these statutes, or hecause such employee has testified or is about to testify in any such proceeding shall be deemed in violation of the Minimum Wage Law and shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each violation. For the purpose of this section, each day the violation continues shall constitute a separate offense. In addition to the civil penalty, the Secretary of Labor is authorized to

statutes or any rule. **EMPLOYEES REMEDIES** The Secretary of Labor may enforce Arkansas minimum wage law by instituting legal action to

recover any wages due. An employee may bring an action for equitable and monetary relief against an employer, including the State of Arkansas or a political subdivision of the state, if the employer pays the employee less than the minimum wages, including overtime wages, to which the employee is entitled. The employee shall not be required to exhaust administrative remedies before bringing an action. An employee may recover the full amount of wages due plus costs and a reasonable attorney's fee. The employee may also be awarded an additional amount

petition any court of competent jurisdiction to enjoin or

restrain any person, firm, corporation, partnership, or

association who violates the provision of these

to be due, to be paid as liquidated damages. CHILD LABOR State law regulates the employment of minors under

the age of 17 and, generally, requires children under

up to but not greater than the amount of wages found

the age of 16 to have employment certificates. Employment certificates for children ages 14 and 15 are not required for seasonal agricultural laborers, newspaper carriers, or batboys of professional baseball clubs, or sports referees

Special provisions govern the employment of children in the entertainment industry, otherwise, children who are 14 and 15 years of age may not work: *More than 8 hours a day. *More than 6 days a week *More than 48 hours a week *Before 6:00 a.m. nor after 7:00 p.m. except on nights preceding non-school days,

such children may work until 9:00 p.m.

Children under 14 may not be employed except in the

entertainment industry, as newspaper carriers, bat

boys or bat girls of professional baseball clubs, sports

referees, to hand harvest short season crops, or by

their parents or guardians during school vacation. Children who are 16 years of age may not *More than 10 consecutive hours in any one

day; no more than ten 10 hours in a twenty-four hour period *More than 6 days a week.

*More than 54 hours a week.

*Before 6:00 a.m. nor after 11:00 p.m. except that the limitations of 6:00 a.m. and 11:00 p.m. shall not apply to children 16 years of age employed on nights preceding non-school days in occupations determined by rule of the Arkansas Department of Labor and Licensing to be sufficiently safe for their employment. Provided, however, that no boy or girl between the ages of 16 and 18 shall be subject to the provisions of this Act if:

such boy or girl is a graduate of any high school, vocational school or technical school; such boy or girl is married or is a Act 647 of 1987 allows for the employment of children in the entertainment industry provided the child is issued an Entertainment Work Permit by the

more than \$1,000.00 for each violation. IF YOU HAVE QUESTIONS CONCERNING THE ARKANSAS MINIMUM WAGE LAW,

Secretary of Labor, Child labor violations result in a

civil money penalty of not less than \$50.00 and not

TELEPHONE 682-4505. WAGE COLLECTION The Wage Collection Act provides assistance to any employee in the collection of wages due him or her for any work or service performed by any person employed for any period of time where the wages or salary or remunerations for such work or services are to be paid at stated intervals or at the termination of such employment, or for physical work actually performed by an independent contractor, provided that the amount in controversy does not exceed the sum of two thousand dollars (\$2,000.00). Employees

contact the Arkansas Department of Labor and Licensing. Telephone 682-4599. THIS POSTER CONTAINS **ONLY A SUMMARY** Copies of the complete laws and regulations are

available from the Department of Labor and

who need help in collecting wages due them should

ARKANSAS DEPARTMENT OF LABOR AND **LICENSING** 10421 WEST MARKHAM STREET **LITTLE ROCK, ARKANSAS 72205** PHONE (501) 682-4500 FAX (501) 682-4506 TDD (800) 285-1131

EMPLOYERS SUBJECT TO THE MINIMUM WAGE ACT ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES. 8/2019

Ref.: Arkansas Code, Sec. 11-4-216

Equal Employment Opportunity is THE LAW Private Employers, State and Local Governments, Educational Institutions **Employment Agencies and Labor Organizations**

applicants to and employees of most private employers, state and local governments, educational institutions.

employment agencies and labor organizations are protected under Federal law from discrimination on the RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individual from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment. GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from

discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training,

classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information

of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job

about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

section. Additional information about EEOC, including information about charge filing, is available at financial assistance, you should immediately contact the Federal agency providing such assistance. www.eeoc.gov.

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment INDIVIDUALS WITH DISABILITIES

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

RACE, COLOR, NATIONAL ORIGIN, SEX

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level. DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

Applicants to and employees of companies with a Federal government contract or subcontract are protected

under Federal law from discrimination on the following bases:

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded). RETALIATION Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP

proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable dation, can perform the essential functions of the job. available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government

If you believe you have been discriminated against in a program of any institution which receives Federal

TO REORDER CALL: 1-800-817-7678

THA-83704 122018

12/2018-08/08/19

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