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

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

Eligible employees who work for a covered employer can take up to 12 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

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

nedically necessary or otherwise permitted, employees may take leave

 To bond with a child (leave must be taken within 1 year of the To care for the employee's spouse, child, or parent who has a

 For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or 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

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. 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 An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. 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: Have at least 1,250 hours of service in the 12 months before

 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 <mark>employer m</mark>ust notify 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 perform his or her job functions, that a family member cannot perfor

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 is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

For additional information or to file a complaint: 1-866-4-USWAGE

certification is incomplete, it must provide a written notice indicating

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

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

WH1420 REV 04/16

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

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

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

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 of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

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

RIGHTS

ENFORCEMENT

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.

SEX DISCRIMINATION

Sexual Harassment

Sexual harassment is unwelcome sexual conduct that is severe enough. or occurs often enough, to interfere with an employee's ability to do his or her job. Sexual harassment takes many forms, such as touching, sexual comments, or jokes, displays of pornographic materials, indecent exposure, assault, or even rape. Sexual harassment occurs in many different work environments and victimizes both men and women. The harasser may be a person of the opposite sex or the same sex. It is the effect of the sexual conduct, not the harasser's intent that determines whether the law has been violated. Victims of sexual harassment should not try to ignore it or assume it is a joke or an accident. Sexual harassment is a wrongful use of power. Experience shows that harassment will continue or increase if it is ignored. Employers may be liable for sexual harassment whether it comes from

a supervisor, a co-worker, or even from non-employees, such as customers or contractors.

Job Assignments

Even though jobs usually are no longer advertised as "male jobs" or "female jobs," some employers still maintain informal job segregation. Often this is based on stereotyped ideas of "appropriate" work for men and women. Such stereotypes include, for example, that men are less capable of assembling intricate equipment or that women are less capable of selling construction tools or automobile parts. Sometimes job segregation is based on habit or just the way the work has been done in the past. The principle of nondiscrimination requires that persons be considered for jobs based on individual capacities and not because of any characteristics generally attributed to their sex.

The refusal to hire an individual because of the preferences of coworkers, the employer, clients or customers is a form of illegal sex discrimination. There are a very few instances in which sex will be recognized as a bona fide occupational qualification (BFOQ).

Equal Pay

State and federal anti-discrimination statutes and equal pay laws require that men and women be given equal pay for equal work. To determine whether two jobs should be paid equally, the jobs need not be identical, but they must be substantially equal. It is job content, not job titles, that determines whether jobs are substantially equal. Wage differences based on seniority, merit, quantity, or quality of production or other factors other than sex are permitted.

Pregnancy Discrimination

There is one simple rule employers should follow in dealing with pregnant employees: treat women affected by pregnancy or related medical conditions the same way you treat others with temporary disabilities.

The term "maternity leave" often is used to describe disability or sick leave due to pregnancy as well as leave to recuperate from childbirth. If an employer allows leave for temporary disabilities not related to pregnancy, it may not deny leave for pregnancy-related disabilities or apply different terms or conditions to such leave. An employer may not specify the time that maternity leave commences - such as six weeks before delivery, or when the pregnancy "shows." An employer must use the same procedures to determine a pregnant employee's ability to work as it uses to determine any other temporarily disabled employee's ability

Parental Leave

Parental leave is leave to care for a child of any age, to develop a healthy parent-child relationship, or to help a family adjust to the presence of a newborn or adopted child. It is distinguished from maternity leave discussed above, which is a form of medical leave allowed to female employees who cannot work temporarily because of pregnancy or related medical conditions. If an employer chooses to grant paid or unpaid parental leave, the same leave benefits must be provided to male and female employees.

Fetal Protection Policies Fetal protection policies sometimes exclude "all women," "all women of

childbearing capacity," "all women of childbearing age" or "all pregnant women" from a work site containing hazards to a fetus. Any policy that excludes members of one sex from a workplace for the purpose of protecting fetuses cannot be justified under the laws prohibiting sex discrimination. Individuals who can perform the essential functions of a job must be considered eligible for employment, regardless of the presence of workplace hazards to fetuses.

Retaliation

Retaliation against an individual who has engaged in a protected activity is unlawful. "Protected activity" means opposing conduct which a person, in good faith, reasonably believes to be unlawful under the antidiscrimination statutes or participating in Commission proceedings, which are set up for the enforcement of the anti-discrimination statutes.

Idaho Commission on Human Rights 317 West Main Street Second Floor Boise, ID 83735-0660 Ph: (208) 334-2873

Toll Free: (888) 249-7025 FAX: (208) 334-2664

inquiry@ihrc.idaho.gov

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.

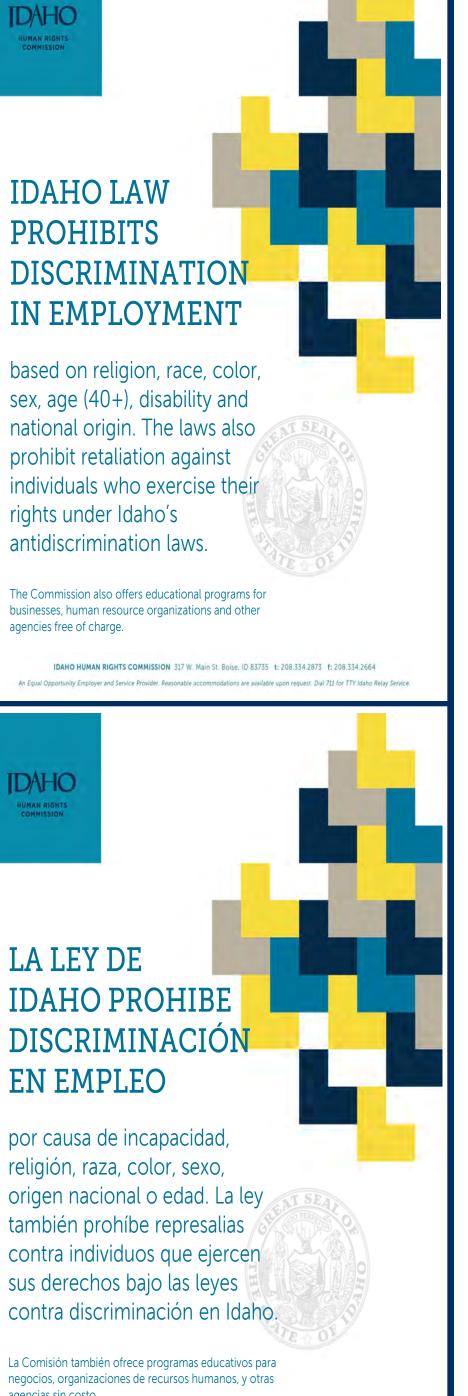
Employers must:

- 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 programs in every state.



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



agencias sin costo. IDAHO HUMAN RIGHTS COMMISSION 317 W. Main St. Boise, ID 83735 t: 208.334.2873 f: 208.334.2664 and Service Provider, Reasonable accommodations are available upon request. Dial 711 for TTY Idaho Relay Service.



Attention Idaho Employers

Re: Workers'

In accordance with Idaho Code, Title 72, Ch. 3, Sec. 312, keep the Workers' Compensation poster displayed conspicuously to be in complete compliance. Employers shall obtain this poster from your workers' compensation insurance carrier.

Compensation poster

employers are required to post and

Ref.: Idaho Code, Title 72, Ch. 3, Sec. 312

EMERGENCY NUMBERS CALL 911

POLICE: AMBULANCE: PHYSICIAN: HOSPITAL: FIRE DEPARTMENT:

PAY DAY NOTICE

PAY DAY IS ON: ■ MONDAY

☐ TUESDAY

POISON CONTROL:

☐ FRIDAY □ SATURDAY

PAY SCHEDULE IS: □ WEEKLY □ BIWEEKLY

□ SEMI MONTHLY ■ MONTHLY

PAYCHECKS ARE ISSUED ON THE: OF THE MONTH

TIME:

■ WEDNESDAY □ SUNDAY ☐ THURSDAY

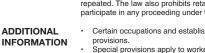
EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

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. participate in any proceeding under the FLSA

and correctly classified independent contractors are not.

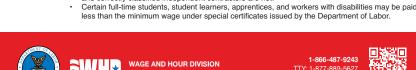


may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or

slands, and the Commonwealth of Puerto Rico.



Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Maria Some state laws provide greater employee protections; employers must comply with bot 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 protection





NOTICE ALL EMPLOYEES

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

estrictions. Different rules apply in agricultural employment.

farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based or

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

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 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 expres

instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or

also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties

repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in

school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours

Security Law of the State of Idaho. All employees, except those specifically exempt,

UNEMPLOYMENT INSURANCE BENEFITS

This firm is subject to the Employment

are insured for compensation during periods of

involuntary unemployment.

Unemployment Insurance is what the name implies — an INSURANCE paid from

from taxation against the company or employer. NO PORTION OF THE COST OF THIS PROGRAM

IS DEDUCTIBLE FROM YOUR EARNINGS.

the Employment Security Trust Fund, a fund derived

Claims for Unemployment Insurance must be filed online at labor.idaho.gov/claimantportal. Don't delay or you could lose your benefits. Claims should be filed immediately after separation.

> Idaho Department of Labor 317 W. Main St. Boise, Idaho 83735-0910 (208) 332-8942 Website: labor.idaho.gov

Idaho Department of Labor

Ref.: Idaho Code, Title 72, Ch. 13

IDAHO

AVISO A TODOS LOS EMPLEADOS

BENEFICIOS DE SEGURO DE DESEMPLEO

Esta empresa esta sujeta a la Ley de Seguridad de Empleo del estado de Idaho.

exonerados, están asegurados para compensación durante los períodos de desempleo involuntario. SEGURO DE DESEMPLEO ES lo que el nombre implica

- un SEGURO pagado por el Fondo Fiduciario de

Seguridad de Empleo, un fondo derivado de impuestos

Todos los empleados, excepto aquellos específicamente

pagados por la compañía o empleador. NINGUNA PORCIÓN DEL COSTO DE ESTE PROGRAMA

ES DEDUCIDA DE SUS INGRESOS.

Los reclamos del Seguro de Desempleo deben ser archivados por internet en el Portal del Reclamante en nuestra página web labor.idaho.gov/claimantportal. No se demore en archivar su reclamo o podría perder sus beneficios. Los reclamos deben ser archivados

inmediatamente después de su separación laboral.

Departamento del Trabajo de Idaho 317 W. Main St. Boise, Idaho 83735-0910 (208) 332-8942

A proud partner of the labor.idaho.gov Pf@iny

Website: labor.idaho.gov

american obcenter

IDAHO MINIMUM WAGE LAW

The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

\$7.25 PER HOUR AS OF JULY 24, 2009

TIPPED EMPLOYEES: Any employee engaged in an occupation in which he

customarily and regularly receives more than thirty dollars (\$30.00) a month

in tips will be paid a minimum of \$3.35 per hour. If an employee's tips

combined with the employer's cash wage do not equal the minimum hourly

SECTION 44-1502, IDAHO CODE: Except as hereinafter otherwise provided, no

employer shall pay to any of his employees any wages computed at a rate of

wage, the employer must make up the difference. OPPORTUNITY WAGE: Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment

with an employer. SECTION 44-1504, IDAHO CODE, EXEMPTIONS FROM MINIMUM WAGE: The provisions of this act shall not apply to any employee employed in a bona fide executive, administrative, or professional capacity; to anyone engaged in domestic service; to any individual employed as an outside salesperson; to seasonal employees of a non-profit camping program; or to any child under the age of sixteen (16) years working part-time or at odd jobs not exceeding a total of four (4) hours per day with any one (1) employer; or any individual employed in agriculture if; such employee is the parent, spouse, child or other member of his employer's immediate family; or such employee is older than sixteen (16) years of age and is employed as a harvest laborer and is paid on a piece-rate basis in an operation which has been, and is customarily and generally recognized as having been paid on a piece-rate basis in the region of employment, and commutes daily from his permanent residence to the farm on which he is so employed, and has been employed in agriculture less than thirteen (13) weeks during the preceding calendar year; or such employee is sixteen (16) years of age or under and; is employed as a harvest laborer, is paid on a piece-

rate basis in an operation which has been, and is customarily and generally

over the age of sixteen (16) years are paid on the same farm; or such employee is principally engaged in the range production of livestock. **SECTION 45-606, IDAHO CODE:** All wages due a separated employee must be paid the earlier of the next regularly scheduled payday or within 10 days of separation, weekends and holidays excluded. If the separated employee makes

recognized as having been paid on a piece-rate basis in the region of

employment, and is employed on the same farm as his parent or person standing

in the place of his parent, and is paid at the same piece-rate basis as employees

The Wage and Hour Section of the Idaho Department of Labor is responsible for the administration of the Idaho Minimum Wage and the Wage Payment Act.

a written request for earlier payment, all wages then due must be paid within 48

hours, weekends and holidays excluded.

http://labor.idaho.gov.

For further information, "A Guide to Idaho Labor Laws" is available at any Idaho Department of Labor office in the state and online at labor.idaho.gov/pdf/wagehour.pdf (English) and labor.idaho.gov/pdf/wagehourspan.pdf (Spanish) or call Kootenai County (208) 457-8789; Boise (208) 332-3570; Pocatello (208) 236-6710, ext. 3659; or

Burley (208) 678-5518, ext. 3128. Dial 800-377-3529 for Idaho Relav Service. **NOTICE TO EMPLOYERS:** THIS OFFICIAL NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE, IN OR ABOUT THE PREMISES WHERE ANY PERSON SUBJECT TO THE ACT IS

EMPLOYED, OR IN A PLACE ACCESSIBLE TO EMPLOYEES (SECTION 44-

EMPLOYMENT OF WORKERS WITH DISABILITIES OR APPRENTICES MUST BE IN CONFORMANCE WITH SECTION 44-1505 AND 44-1506, IDAHO CODE. FOR ADDITIONAL INFORMATION. PLEASE CONTACT THE ADDRESS

STATED ON THIS BULLETIN OR ACCESS OUR WEBSITE AT

ESTADO DE IDAHO

317 West Main Street

Departamento del Trabajo de Idaho

(R. 3/14)

STATE OF IDAHO

Idaho Department of Labor 317 W. Main St.

Boise, Idaho 83735-0910

IDAHO

Ref.: Idaho Code, Title 44, Ch. 15, Sec. 1507

calculado a una taza menor de:

Ref.: Idaho Code, Title 44, Ch. 15, Sec. 1507

accommodation does not impose undue hardship.

vorking conditions, in the same establishment

LEY DEL SALARIO MÍNIMO DE IDAHO

\$7.25 POR HORA

especifique aquí, ningún empleador le pagará a sus empleados ningún sueldo

EMPLEADOS CON PROPINA: Los empleados que tengan una ocupación en la que por costumbre o normalmente reciban más de treinta dólares (\$30.00) mensuales de propina, recibirán un sueldo mínimo de \$3.35 por hora. Si las propinas de un empleado sumadas al salario en efectivo del empleador

SUELDO DE OPORTUNIDAD: A los empleados menores de 20 años de edad se les puede pagar \$4.25 por hora durante los primeros 90 días consecutivos (hábiles y no hábiles) en los que han trabajado para un empleador.

no equivalen al salario mínimo por hora, el empleador deberá cubrir la

SECCIÓN 44-1504 DEL CÓDIGO DE IDAHO, EXCEPCIONES DEL SALARIO MÍNIMO: Las provisiones de esta acta no se aplicarán a ningún empleado en una auténtica capacidad ejecutiva, administrativa, o profesional, empleados de servicio doméstico, a cualquier persona empleada como vendedor particular, empleados por temporada de un programa de campamento sin fines de lucro, o cualquier joven menor de dieciséis (16) años que trabaje medio tiempo o realice trabajos variados que no excedan un total de cuatro (4) horas al día para un (1) empleador en particular; o cualquier persona que trabaja en agricultura si; dicho trabajador agrícola es el padre o madre, esposo/a, niño/a o otro miembro familiar inmediato del empleador; o dicho empleado tiene mas de dieciséis (16) años de edad y es trabajador de temporada de cosecha pagado por contrato en una operación que generalmente y por costumbre es reconocida como una donde se paga por contrato en la region de trabajo y donde el empleado viene a diario de una residencia permanente y trabaja menos de 13 semanas durante el año de calendario anterior; o dicho trabajador tiene 16 años o menos y; trabaja como un trabajador de temporada de cosecha y se le paga por contrato en una operación

que generalmente y por costumbre es reconocida como una donde se paga por

SECCIÓN 44-1502 DEL CÓDIGO DE IDAHO: Con la excepción de lo que se contrato en la región de trabajo, y esta empleado en el mismo rancho que sus padres o persona que esta en lugar de sus padres, y se le paga igual como a trabajadores mayores de 16 años de edad que trabajan en el mismo rancho; o es un empleado que participa en la ganadería de terreno abierto (ganado y borregos).

SECCIÓN 45-606 DEL CÓDIGO DE IDAHO: Todo sueldo que se le deba a un

ipleado que salio del trabajo se debe pagar el dia de pago mas cercano o dentr

de los 10 primeros días después que haya salido, excluyendo los fines de semana y días de fiesta. Si el empleado que salió lo pide por escrito, se le debe pagar

dentro de las próximas 48 horas, excluyendo los fines de semana y días feriados. La Sección de Horas y Salarios del Departamento del Trabajo de Idaho es

responsable por la administración del Acta de salario mínimo y pago de sueldo de Para más información, una "Guía de las Leyes del Trabajo de Idaho", se encuentra disponible en las oficinas locales del Departamento del Trabajo de Idaho, online: labor.idaho.gov/pdf/wagehourspan.pdf o puede llamar al (208) 457-8789 en Kootenai County, al (208) 332-3570 en Boise, o al (208) 236-6710, ext. 3659 en

Pocatello; o al (208) 678-5518, ext. 3128 en Burley. 800-377- 3529 (Por medio del **AVISO A LOS EMPLEADORES:** ESTE AVISO OFICIAL DEBE SER COLOCADO EN UN LUGAR VISIBLE. EN O CERCA DEL LUGAR DE TRABAJO DE CUALQUIER PERSONA A LA QUE SE

(SECCIÓN 44-1507, DEL CÓDIGO DE IDAHO). EL EMPLEO DE PERSONAS CON INCAPACIDADES O APRENDICES DEBE

APLIQUE ESTA ACTA O EN UN LUGAR ACCESIBLE A SUS EMPLEADOS

SER CONFORME CON SECCION 44-1505 Y 44-1507, DEL CODIGO DE IDAHO. PARA OBTENER HOJAS ADICIONALES O INFORMACIÓN, COMUNIQUESE A LA DIRECCION EN ESTE BOLETIN O PUEDE IMPRIMIR COPIAS DE LA RED (INTERNET) EN EL SITIO http://labor.idaho.gov EN LA SECCION DE "BUSINESS

Equal Employment Opportunity is THE LAW

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 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.

of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job raining, classification, referral, and other aspects of employment. 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

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years

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 informatior 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.

discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of

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--free TTY number for individuals with hearing impa ents). EEOC field office information is 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 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.

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

under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN 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 employmen INDIVIDUALS WITH DISABILITIES

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,

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

referral, and other aspects of employment. Disability discrimination includes not making reasonable

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 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 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:

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

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200

district office, listed in most telephone directories under U.S. Government, Department of Labor. **Programs or Activities Receiving Federal Financial Assistance** RACE, COLOR, NATIONAL ORIGIN, SEX 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 employmen 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.

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 ation, can perform the essential functions of the job.

EEOC-P/E-1 (Revised 11/09)

THA-83712

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08/2016-07/16/18



