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 Employees may choose, or an employer may require, use of accrued 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

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

PROHIBITIONS

EXEMPTIONS

paid 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 rance 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 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: An employee does not need to use leave in one block. When it is Have worked for the employer for at least 12 months; nedically necessary or otherwise permitted, employees may take leave Have at least 1,250 hours of service in the 12 months before

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

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

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 quard), and of

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

South Carolina Department of Labor, Licensing and Regulation

YOUR RIGHTS AS A WORKER IN

It is the public policy of the state of South Carolina that the right of persons to work must not be denied or abridged

because of membership or non-membership in a labor union or labor organization. Certain actions by employers, labor

organizations, and individuals are unlawful, including: (1) Agreements or contracts which require membership in a labor

organization in order to be hired or continue to work; (2) Requirement by an employer that an employee become or

remain a member of a labor organization, abstain or refrain from membership in a labor organization, or pay fees or

dues to a person or organization; (3) Participation in an agreement that requires, as a condition of employment, that an

employee be, become, or remain a member of a labor organization or pay fees or dues to a labor organization; such an

An employer has the right to deduct from the wages of employees and to pay to a labor organization, or its authorized

representative, membership dues in a labor organization; however, the employer must have received from each employee

written authorization which must not be irrevocable for a period of more than one year or until the termination date of any

applicable collective agreement or authorization, whichever occurs sooner. After one year, the employee has the right to

It is unlawful for a person or persons to use force, intimidation, violence, threats or violent/insulting language against a

person or property, or any member of the family of any person, to interfere, or attempt to interfere, with the person in the

exercise of his right to work, to pursue or engage in any lawful vocation or business activity, to enter or leave his place of employment, or to receive, ship or deliver materials, goods or services not prohibited by law, or compel or attempt to

compel any person to join, or support, or refrain from joining or supporting any labor organization; or to engage in picketing by force or violence as to obstruct or interfere, with free ingress to, and egress from, any place of employment. Peaceful picketing is permissible under the National Labor-Management Relations Act of 1947 and the Constitution of the United

An employer, labor organization, or other person who fails to comply is guilty of a misdemeanor, and, upon conviction, must be punished by imprisonment for not less than ten days nor more than thirty days, a fine of not less than one

thousand dollars but not more than ten thousand dollars, or both. A person whose rights are adversely affected by contract, agreement, assemblage, or other act or thing done or threatened to be done and declared to be unlawful or

revoke the written authorization allowing for deduction of membership dues in a labor union.

prohibited by state law may apply to a court having general equity jurisdiction for appropriate relief.

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

private individuals engaged in national security-related activities.

pharmaceutical manufacturers, distributors and dispensers

SOUTH CAROLINA

agreement is unenforceable.

States.

 Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. paid leave while taking FMLA leave. If an employee substitutes accrued *Special "hours of service" requirements apply to airline flight crew 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, 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

for a reason that may qualify under the FMLA, the employer must noti the employee if he or she is eligible for FMLA leave and, if eligible, FMLA. If the employee is not eligible, the employer must provide a forming an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perfor 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.

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 discrimination or supersede any state or local law or collectiv argaining agreement that provides greater family or medical leav

Once an employer becomes aware that an employee's need for leave is

EMPLOYER RESPONSIBILITIES

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

Where polygraph tests are permitted, they are subject to numerous strict

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

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

assess civil penalties against violators. Employees or job applicants may

test results disclosed to unauthorized persons

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

also bring their own court actions.

standards concerning the conduct and length of the test. Examinees have

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

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

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

WH1420 REV 04/16

ENFORCEMENT

August 2018

South Carolina Workers' Compensation

South Carolina

Workers' Compensation Commission

P.O. Box 1715, 1333 Main Street, Suite 500

Columbia, SC 29202-1715

803-737-5700

www.wcc.sc.gov

Workers' Compensation

Provider Name

Mailing Address

Ref.: S.C. Code of Regs, Section R 47-1

Workers' Compensation Compliance Poster

Unemployment Insurance

This establishment may be covered by the S.C. Employment and

Workforce Law.

If you become unemployed, contact your local SC Works center for assistance

with employment opportunities. If no job is immediately available, you may be eligible for unemployment insurance. If only part time work is available, you

Workers Pay No Part of the Cost for Unemployment Insurance

Often unemployed workers tell us that unemployment insurance is due them

Don't confuse unemployment insurance with old age, survivors and disability

insurance. The amount deducted from your wages as Social Security is your

contribution to old-age, survivors and disability insurance. The employer

If you have lost your job due to domestic violence, there is a possibility you

For more information, contact:

SC Department of Employment and Workforce

803-737-2400 www.dew.sc.gov

contributes an equal amount, in addition to his payment of the full

"because they have paid for it." In South Carolina, employees do not fund

unemployment insurance through deductions from pay. Employers fund

unemployment insurance through tax contributions.

may be eligible for unemployment insurance benefits.

may be eligible for partial benefits. Apply online anytime, anywhere at

https://scuihub.dew.sc.gov/CSS/ A guide to applying for unemployment

benefits can be found at https://dew.sc.gov/individuals/apply-for-benefits

Unemployment Insurance Tax:

Social Security Tax

unemployment insurance tax.

We are operating under and subject to the South Carolina Workers' Compensation Act

n case of accidental injury or death to an employee, the injured employee, or someone acting in his or her behalf, must give immediate notice to the employer or general authorized agent. Failure to give such immediate notice may be the cause of serious delay in the payment of compensation to the injured employee or his or her dependents and may result in failure to receive any compensation benefits under

Workers' Compensation:

Pays 100% of your medical bills and some other Compensates you for 66 2/3% of your salary. limited to the maximum wage set by law, if you are unable to work for more than seven (7)

If you are injured on the job, you

Notify your employer at once. You cannot receive benefits unless your employer knows you are Tell the doctor your employer sends you to that you are covered by workers' compensation.

Notify the Workers' Compensation Provider listed on this poster or the South Carolina Workers' Compensation Commission at 803.737.5700 if you experience undue delays or problems with your claim.

Claims Telephone Number





CHILD LABOR

TIP CREDIT

NURSING

MOTHERS

ENFORCEMENT

ADDITIONAL

INFORMATION

Department of Labor

S.C. Department of Labor, Licensing and Regulation (LLR) Required Work Place Poster Making South Carolina a Safe Place to Work and Live

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.

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

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

WAGE AND HOUR DIVISION

Some state laws provide greater employee protections; employers must comply with both

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

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

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

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 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

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum

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 full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the

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

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

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

employee if he files a complaint or causes any proceeding under or Safety and Health Protection on

The State:

the Job

Under the South Carolina Occupational Safety and Health Act, the State is responsible for the enforcement of occupational safety and health standards in all workplaces, both public and private, within the state of South Carolina. However, longshoring, shipbuilding, ship repairing and shipbreaking operations covered by the Longshoremen and Harbor Workers' Compensation Act, as amended, remain under federal jurisdiction.

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

Employers:

Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or physical harm to his employees, and shall comply with occupational safety and health standards promulgated by the Director of LLR. Employers must report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations, and losses of an eye within 24 hours. Reporting may be accomplished by telephone at (803) 896-7672 or in person at 121 Executive Center Drive, Suite 230, Columbia, SC 29211.

Employees:

Each employee shall comply with occupational safety and health standards and all rules, regulations and orders issued by the director of Labor, Licensing and Regulation which are applicable to his own actions and conduct. Any employee or his representative may request an inspection of

his place or site of employment. Any employee may file a complaint either verbally or in writing. Complaint forms and filing information may be found on our website or will be provided, upon request, by the South Carolina Department of Labor, Licensing and Employers and employees have the right to participate in

inspections by means of bringing to the attention of the inspecting officer possible violations which exist in their area of work and the right to participate in the walk-around inspection. The inspecting officer shall have the right to determine the number of persons participating in the walk-around inspection. Under state law, when the authorized representative of the employees accompanies the inspecting officer during a walk-around

which would normally accrue to him. Where there is no authorized representative, the inspecting officer will consult with a reasonable number of employees concerning matters of safety and health in the workplace.

inspection, he shall not suffer any loss of wages or other benefits

Discrimination:

Ref.: S.C. Code of Regs, Section R 71-502

State and federal laws prohibit discrimination against any

related to this Act or is about to testify in any such proceedings or because of the exercise by any employee on behalf of himself or others of any right afforded under state and federal law. The Director of Labor, Licensing and Regulation or the nearest federal OSHA offices must be notified within thirty (30) days after such discriminatory act occurs. State and local government employees should file such complaints with the Director, South Carolina Department of Labor, Licensing and Regulation. A public sector employee believing that he has been discharged or otherwise discriminated against by any person in violation of Section 41-15-510 may proceed with a civil action pursuant to the provisions contained in Chapter 27, Title 8

Citations: Citations listing the alleged violations during an inspection will be

mailed to the employer with reasonable promptness. State law requires such citations be promptly posted at appropriate places for employee information for three (3) days, or until the violations are corrected, whichever is later, to warn employees of dangers that may

Penalties: An employer may be assessed a penalty up to seven thousand

(\$7,000) dollars for a non-serious violation. An employer who receives a citation for a serious violation may be assessed a penalty up to seven thousand (\$7,000) dollars for each such violation. Any employer who willfully violates an occupational safety and

health rule or regulation may be assessed a penalty not more than seventy thousand dollars (\$70,000) for each violation. Any employer who willfully violates an occupational safety and health rule or regulation and the violation causes death to an employee shall be deemed guilty of a misdemeanor and, upon conviction, be punished by fine, imprisonment or both. Under a plan approved November 30, 1972 by the U.S. Department of Labor, Occupational Safety and Health

Administration (OSHA), the State of South Carolina is providing job safety and health protection for workers throughout the State. Federal OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the Regional Office of OSHA, U.S. Department of Labor, 61 Forsyth Street S.W., Room 6T50, Atlanta, GA 30303.

> For more information, contact: S.C. LLR - Office of OSHA Compliance P.O. Box 11329 Columbia, South Carolina 29211-1329 (803) 896-7665 www.scosha.llronline.com

> > Last Updated: July 2018

EMERGENCY NUMBERS CALL 911

OSHA:

POLICE:

S.C. Department of Labor, Licensing and Regulation (LLR) Required Work Place Poster



SCDLLR 07-12

S.C. Labor Law Abstract

For more information, go to South Carolina Code of Laws 41-7-10 et seg.

Payment of Wages Act

When an employee is hired, the employer must notify the employee in writing of: • the wages agreed upon

- the time and place wages will be paid
- the deductions an employer may make from wages, including insurance

• the normal hours the employee will work

Changes to these terms must be in writing at least seven (7) calendar days before they become effective.

Employers must pay employees all wages due each pay period. Employers must also give employees an itemized statement showing gross pay and all deductions made each

pay period and maintain records of wages paid for three Employers who violate the Payment of Wages Act are

subject to a civil penalty of \$100 for each violation. Employees can recover up to three times the full amount of unpaid wages, costs, and attorney's fees in a civil action. To report a suspected violation, or for recordkeeping or other questions involving the Payment of Wages Act, or to

order a copy of the Payment of Wages Act, please contact the Office of Wages and Child Labor at the address and number listed below.

Child Labor

No employer in this State shall engage in any oppressive child labor practices. Oppressive child labor includes employment of any minor in any occupation declared by the Director of Labor, Licensing and Regulation to be particularly hazardous or detrimental to the health or well being of minors. Oppressive child labor also includes employment of minors who are 14 or 15 years old under the following conditions:

• During school hours

- Before 7 a.m. or after 7 p.m. (9 p.m. during the period of summer break of the school district in which the minor
- More than 18 hours during school weeks More than 3 hours on school days
- More than 40 hours in non-school weeks More than 8 hours on non-school days

Ref.: S.C. Code of Laws, Sec. 41-15-90

For details involving child labor provisions, please contact the Office of Wages and Child Labor at the address and number listed below. S.C. LLR - Office of Wages and Child Labor P.O. Box 11329 Columbia, South Carolina 29211-1329 (803)-896-4470 www.llronline.com

Right-to-Work

The right to work of a person in South Carolina cannot be denied, interfered with, or abridged because the person belongs - or does not belong - to a labor union. An employer, labor organization, or other person who violates a worker's rights under these provisions is guilty of a misdemeanor, and, upon conviction, must be punished by imprisonment for not less than ten days nor more than thirty days, a fine of not less than one thousand dollars but not more than ten thousand dollars, or both. In addition, the employer, labor organization, or other person is subject to a lawsuit by the aggrieved worker. For more information, call 803-896-4470.

Immigrant Worker

The "South Carolina Illegal Immigration and Reform Act" requires all employers to verify the legal status of new employees and prohibits employment of any worker who is not legally in this country and authorized to work. After July 1, 2009, all businesses in South Carolina are imputed a South Carolina employment license which permits an employer to hire employees. The imputed employment license remains in effect as long as the business abides by the law.

Effective January 1, 2012, all South Carolina employers are required to enroll in the U.S. Department of Homeland Security's E-Verify program and verify the status of new employees within three business days, using E-Verify. Failure to use E-Verify to verify new hires will result in probation for the employer or suspension/revocation of the employer's business licenses.

Last Updated: July 2018

AMBULANCE:

PHYSICIAN:

HOSPITAL:

FIRE DEPARTMENT:

POISON CONTROL:

PAY DAY NOTICE

PAY DAY IS ON:

■ MONDAY ☐ FRIDAY □ SATURDAY **□** TUESDAY

□ WEDNESDAY □ SUNDAY ☐ THURSDAY

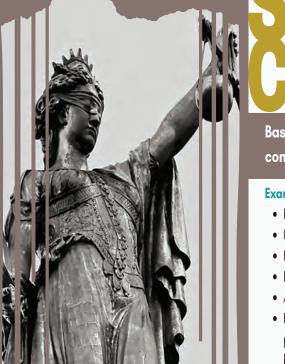
PAY SCHEDULE IS: □ WEEKLY

☐ SEMI MONTHLY □ BIWEEKLY ■ MONTHLY

PAYCHECKS ARE ISSUED ON THE:

AND

OF THE MONTH



SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT

DISCRIMINATION Based on: Race, Color, Religion, National Origin, Sex (including Pregnancy & Childbirth or related medical

formal complaint.

conditions), Age (40+), or Disability Examples of conduct covered under the law: How to report unlawful discriminations Complete a questionnaire via phone, in-person, mail, or

• Unequal Wages

• Harassment/Intimidation

• Discipline/Demotion/Suspension/Termination

• Applying Different Terms and Conditions of Employment

• Failure to Reasonably Accommodate due to: disability; religion; pregnancy, childbirth or related medical conditions, including, but not limited, to lactation

 Retaliation as a result of complaining about discrimination, seeking an accommodation, or participating in a discrimination

discrimination. To preserve the ability to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact SCHAC promptly when discrimination is suspected.

Employers, including each State Agency, or department of the State, and local subdivision thereof, SHALL POST, KEEP POSTED, AND MAINTAINED IN CONSPICUOUS PLACES UPON THEIR PREMISES where notices to employees and applicants for employment are customarily posted a notice to be prepared and

distributed by the Commission setting forth excerpts from and/or summaries of, pertinent provisions of the HUMAN AFFAIRS LAW and LACTATION SUPPORT ACT, an information pertinent to the filing of a complaint. **EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW** South Carolina Human Affairs

In addition to preventing **Employment** discrimination, the mission of SCHAC is to eliminate and prevent unlawful discrimination in:

Housing on the basis of race, color, national origin, religion, sex, familial status or disability; and Public Accommodations on the basis of race, color, national origin or religion.



Commission 1026 Sumter Street, Suite 101 Columbia, SC, 29201 www.schac.sc.gov

online at www.schac.sc.gov. Once submitted, a SCHAC

Intake Officer will contact you and assist you in filing a

You must file a formal complaint to launch an investigation.

There are strict time limits for filing charges of employment

Phone: 803.737.7800 Toll-Free: 1.800.521.0725

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institution **Employment Agencies and Labor Organizations** pplicants 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 accommodation does not impose undue hardship.

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individual rom 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

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

working conditions, in the same establishment. GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from liscrimination 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

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 1-800-669section. Additional information about EEOC, including information about charge filing, is available at

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

employees, or their family members

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 employmer INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discriminatio

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 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: 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 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, 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 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. 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

financial assistance, you should immediately contact the Federal agency providing such assistance.

