CALIFORNIA BBS



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.

CALIFORNIA LAW PROHIBITS WORKPLACE

DISCRIMINATION

& HARASSMENT

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.

Corporate Headquarters

Vancouver, WA 98662 (360) 828-0700 • www.bbsi.com

8100 NE Parkway Drive, Suite 200

- 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 workplace.
- 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.





Actual or threatened retaliation for rejecting advances or

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within three years

help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination

file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the

the employer's policies and practices, punitive damage

Employees can also pursue the matter through a private

lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors

or agents. All harassers, including both supervisory and

r harassment or for aiding and abetting harassmen

he law requires employers to take reasonable steps

client or customer) of an employee, applicant, or persor

providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take

Employers have an affirmative duty to take reasonable

steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of

A program to eliminate sexual harassment from the

workplace is not only required by law, but it is the mos

Division of Labor Standards Enforcemen

employment

to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a

immediate and appropriate corrective action.

on-supervisory personnel, may be held personally liabl

and attorney's fees and costs if it prevails in litigatio

occurred and settlement efforts fail, the Department ma

complaining party. DFEH may seek court orders changing

DFFH serves as a neutral fact-finder and attempts to

complaining about harassment is also unlaw

of the last act of harassment or retaliation

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth. or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

THERE ARE TWO TYPES **OF SEXUAL HARASSMENT**

1. "Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submissior sexual advances or other conduct based on sex 2. "Hostile work environment" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT: 1. Unwanted sexual advances 2. Offering employment benefits in exchange for sexual favors 3. Leering; gestures; or displaying sexually uggestive objects, pictures, cartoons, or posters 4. Derogatory comments, epithets, slurs, or jokes 5. Graphic comments, sexually degrading words, or 6. Physical touching or assault, as well a

> ACCESS AND EXPOS

BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 3204 YOU HAVE THE RIGHT TO SEE AND COPY:

• Your medical records and records of exposure to toxic substances or harmful physical agents.

Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.

 Safety Data Sheets (SDS) or other information that exists for chemicals or substances used in the

workplace, or which employees may be exposed.

THESE RECORDS ARE AVAILABLE AT: ____

FROM:

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or

is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work areas access to safety data sheets, and training on how to use hazardous chemicals safety

Employers shall make available on a timely and reasonable basis a safety data shee rdous substance in the workplace upon request of an employee, an

employee's collective bargaining representative, or an employee's physicia

Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards.

Any employee or their representative has the right to observe monitoring or measuring of employee exposure to hazards conducted to comply with Cal/OSHA

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws.

Inspections are also conducted when an employee files a valid complaint with

(Person Responsible A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM:

above information satisfi	ios the requirement	s of GISO 320	(a) wh	ich ma



CIVIL REMEDIES

Damages for emotional distress from each employer or person in violation of the law Hiring or reinstatemen Back pay or promotion Changes in the policies or practices of the 4. Distribute its harassment, discrimination, and retaliation Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND • Sending the policy via email with an acknowledgment CORRECT IT WHEN IT OCCURS: 1. Distribute copies of this brochure or an alternative writing that complies with Government Code 12950 This pamphlet may be duplicated in any quantity. 2. Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment. **3.** Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must · Be in writing. · List all protected groups under the FEHA. Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from output is purphisted horesecond. engaging in prohibited harassment. Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartia and timely investigation by qualified personnel; documentation and tracking for reason able progress; appropriate options for remedial actions and resolutions; and timely closures. Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provision for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudspersor and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints Instruct supervisors to report any complaints of misconduct to a designated company representat such as a human resources manager, so that the

company can try to resolve the claim internally.

Office of the Labor Commission

intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy. Discussing policies upon hire and/or during a new hire orientation session. • Using any other method that ensures employees eceived and understand the policy 5. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce 6. In addition, employers who do business in California and employ 5 or more part-time or full-time employees

the evidence collected.

and return.

return forn

participating in an investigation

must provide at least one hour of training regarding the prevention of sexual harassment, including harassmen based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee and two hours of such training to each supervisory employee. Training must be provided within six months of assumption of employment. Employees must be trained during calendar year 2019, and, after January 1, 2020, training must be provided again every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

Indicate that when the employer receives allegations of

misconduct. it will conduct a fair, timely, and thorough nvestigation that provides all parties appropriate due process and reaches reasonable conclusions based

ention policy by doing one or more of the following:

Posting the current version of the policy on a company

Make clear that employees shall not be retaliated against as a result of making a complaint or

TO FILE A COMPLAINT

Department of Fair Employment and Housing dfeh.ca.gov Toll Free: 800.884.1684 TTY: 800.700.2320 DFEH-185-ENG / April 2020 Employers with 50 or more employees are required to

> PAYDAY NOTICE shall be as follows weekly, on every other week, on _______ twice a month, on <u>and</u> monthly, on the _____ place his is in accordance with Sections 204, 204a, 204b, 205 and 205.5 of the California Labor Code. DLSE 8 (REV. 06-02) State of California Department of Industrial Relations livision of Labor Standards Enforcem **EMERGENCY**

AMBULANCE FIRE - RESCUE HOSPITAL

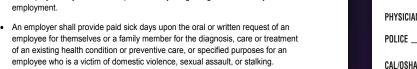
PHYSICIAI

POLICE

ALTERNATE

Posting is required by Title 8 Section 1512 (e), California Code of Regulation

fornia, Department of Industrial Relations, Cal/OSHA Publications PO. Box 420603, San Francisco, CA 94142-0603



 An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014

PAID SICK LEAVE

• An employee who, on or after July 1, 2015, works in California for 30 or more

days within a year from the beginning of employment is entitled to paid sick

• Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid

 Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions,

provides no less than 24 hours or three days of paid leave or paid time off, no

accrual or carry over is required if the full amount of leave is received at the

An employee may use accrued paid sick days beginning on the 90th day of

if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that

at the employee's regular wage rate. Accrual shall begin on the first day of

employment or July 1, 2015, whichever is later

beginning of each year in accordance with the policy

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor missioner against an employer who retaliates or discriminates against the employe

YOUR RIGHTS U THE UNIFORMED SER AND REEMPLOYN	y or involuntarily leave employment positions to undertake ster Medical System. USERRA also prohibits employers from formed services, and applicants to the uniformed services.
REEMPLOYMENT RIGHTS	HEALTH INSURANCE PROTECTION
You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service;	☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
 A you have five years or less of cumulative service in the uniformed services while with that particular employer, A you return to work or apply for reemployment in a timely manner after conclusion of service; and A you have not been separated from service with a disqualifying discharge or under other than honorable conditions. 	☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.
If you are eligible to be reemployed, you must be restored to the job	ENFORCEMENT
and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.	☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you:	☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm.
then an employer may not deny you:	\Rightarrow If you file a complaint with VETS and VETS is unable to resolve it,
 ☆ initial employment; ☆ retemployment; ☆ retention in employment; 	you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
 ☆ promotion, or ☆ any benefit of employment 	☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.
because of this status.	
In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.	
The rights listed here may vary depending on the circumstances. The text of this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law require may meet this requirement by displaying the text of this notice where they custom the second sec	s employers to notify employees of their rights under USERRA, and employers
U.S. Department of Labor U.S. Department of Ju 1-866-487-2365	stice Office of Special Counsel 1-800-336-4590 Publication Date – April 2017

Notice to	Emplo	oyees –	Injuries	Caused	By Work
					D:

STATE OF CALIFORNIA - DEFARTMENT OF INDUSTRIAL RELATIONS - Division of workers' Compensation	Æ	C
You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most	16	ŝ
work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by	1.74	63

repeated exposures (such as hurting your wrist from doing the same motion over and over).
Benefits. Workers' compensation benefits include:

•	Medical Care: Doctor visits, nospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are rea
	ably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visit
•	Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more
	104 weeks within five years from the date of injury.

ermanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental anction that a doctor can measure.

Supplemental about the source of the source taming Your Own Physician Before Injury or Illness (Prodesignation). You may be able to choose the doctor who will treat you for a job injury or Iness. If eligible, you must lell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer i required to give to new employees.

If You Get Hurt

 Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer. If you need itst and, contract your employer. 2. Report Your Injury, Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.

3. See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured

If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.

nployer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you ar A Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below:

MPN website:	
MPN Effective Date: 2/27/15	_ MPN Identification number: 2364
If you need help locating an MPN physician, call your MPN access assi	stant at: (855) 857-7556
If you have questions about the MPN or want to file a complaint against	
Discrimination. It is illegal for your employer to punish or fire you for ha	ving a work injury or illness, for filing a claim, or testifying in another person's work- statement, increased benefits, and costs and expenses up to limits set by the state.

Workers' compensation insurer Ace American Insurance Co.	(Enter "self-insured" if appropriate)
ClaimsAdministrator_CorVel	Phone (800) 966-5307
Questions? Learn more about workers' compensation by reading the information that your employer is required questions, see your employer or the claims administrator (who handles workers' compensation claims for your er	
ers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs a	nd expenses up to limits set by the state.

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Assistance Officer can be found at location: or by calling toll-free (800) 736-7401. Learn more information about workers' compensation on ca gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers." laims and false denials. Any person who makes or causes to be made any k any off-duty, recreational, social, or athletic activity that is not part of your work-related

		не
TO MEDICA SURE RECO		Divisio
	100	
as impeding	way for an employer to a ent occurs.	avoid or limit liability

(Location)

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

DFEH

PERPETRATION OF ACTS OF HATE VIOLENCE AND

CAL OSHA

SAFETY AND HEALTH PROTECTION ON THE JOB

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be

is covered by the Haz

oster explains some basic requirements and procedures to comply with the state's workplace safety and health sta splayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.go

All employers must provide work and workplaces that are safe and healthful. In

her words, as an employer, you must follow state laws governing job safety and alth. Failure to do so can result in a threat to the life or health of workers, and

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities.

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the

equirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/ le8/3203.html) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records howing that each employee has been trained in the hazards unique to each job updates and the second seco

You must correct any hazardous condition that you know may result in injury t mployees. Failure to do so could result in criminal charges, monetary penalties, and

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

by posting this placard in the workplace, or by any similar method the employer chooses. State of California Division of Occupational Safety and Health January 2015 5 Clay Street, Suite 190 Oakland, CA 9461 Phone: (510) 286-700 Fax: (510) 286-703

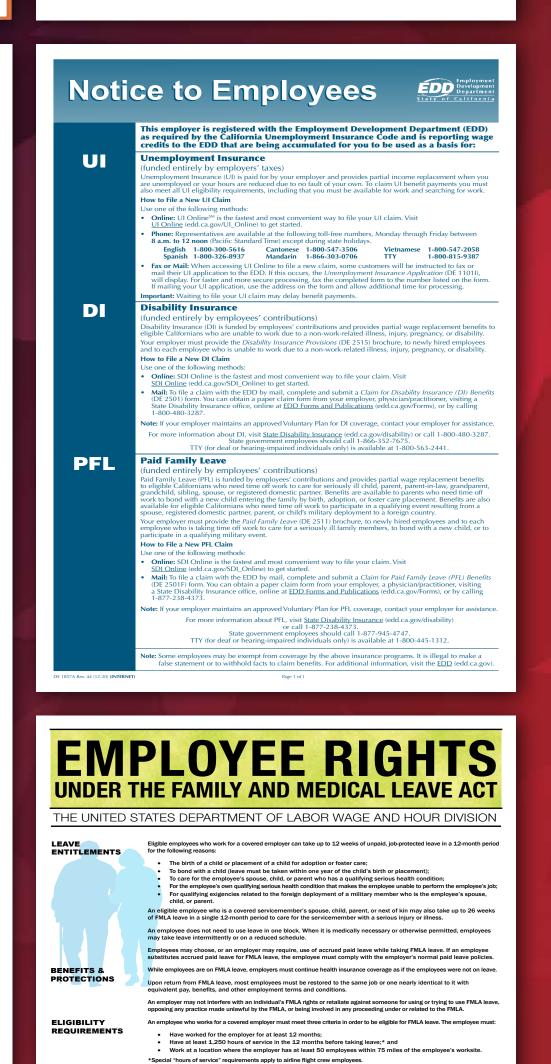
For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone. DLSE Paid Sick Leave Posting

11/2014

NO SMOKING 5 **ALLOWED** Except in designated areas. Reference: Section 6404.5 of the California State Labor Code

EME 86-1-E

CA - DWC7 Notice to Employees - Injuries Caused By Work 10/2/2017



safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.	general, serious, repeat, or willful; and w previous violation involving the same haz
You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor	penalty adjustment factors, and minimum in California Code of Regulations, title 8, In addition, a willful violation that causes of any employee can result, upon convici imprisonment up to three years, or both, liability company, the fine may be up to \$

he U.S. Department of Labor, Occupational Safety and Health Administration. Employees of state or local government agencies may only file these complaints with he California Labor Commissioner's Office.) Consult your local telephone directory for e office nearest you

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

WHAT AN EMPLOYER MUST DO:

ibstantial monetary penalties

ven incarceration

ealth regulations

WHAT AN EMPLOYER MUST NEVER DO:

Never allow an untrained employee to perform hazardous work.

I/OSHA investigator inspecting your workplace.

To keep the workplace and your coworkers safe, you should tell your employer about any zard that could result in an injury or illness to an employee While working, you must always obey state workplace safety and health laws.

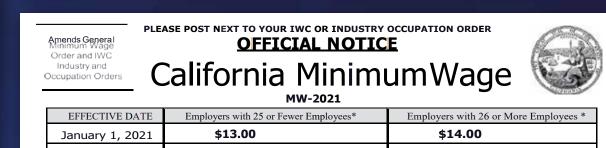
HELP IS AVAILABLE:

Call the FREE Worker Information Helpline – (866) 924-9757 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 - Telephone (510) 286-7000

District Office			Cal OS	6HA Consultation Servi	ces
American Canyon		(707) 649-3700	Field / Area Offic		
Bakersfield	7718 Meany Ave., Bakersfield 93308	(661) 588-6400			
Foster City Fremont	1065 East Hillsdale Bl., Ste. 110, Foster City 94404 39141 Civic Center Dr., Ste. 310, Fremont 94538	(650) 573-3812 (510) 794-2521	 Fresno / Central Valley 	2550 Mariposa Mall, Rm. 2005 Fresno 93721	(559) 445-680
Fresno	2550 Mariposa St., Rm. 4000, Fresno 93721	(559) 445-5302	•La Palma / Los Angeles /	1 Centerpointe Dr., Ste. 150	(714) 562-552
Long Beach	3939 Atlantic Ave., Ste. 212, Long Beach 90807	(562) 506-0810	Orange County	La Palma 90623	(71) 502 552
Los Angeles	320 West Fourth St., Rm. 820, Los Angeles 90013	(213) 576-7451	•Oakland/ Bay Area	1515 Clay St., Ste 1103	(510) 622-289
Modesto	4206 Technology Dr., Ste. 3, Modesto 95356	(209) 545-7310		Oakland 94612	(510) 022 205
Monrovia	800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(626) 239-0369	•Sacramento /	1750 Howe Ave., Ste. 490,	(916) 263-070
Oakland	1515 Clay St., Ste. 1303, Box 41, Oakland 94612	(510) 622-2916	Northern CA	Sacramento 95825	(
Redding Sacramento	381 Hemsted Dr., Redding 96002 1750 Howe Ave., Ste. 430, Sacramento 95825	(530) 224-4743	 San Bernardino 	464 West Fourth St., Ste. 339	(909) 383-456
Sacramento San Bernardino	464 West Fourth St., Ste. 332, San Bernardino 92401	(916) 263-2800 (909) 383-4321		San Bernardino 92401	(000) 000 000
San Diego	7575 Metropolitan Dr., Ste. 207, San Diego 92108	(619) 767-2280	•San Diego /	7575 Metropolitan Dr., Ste. 204	(619) 767-206
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94108		Imperial County	San Diego 92108	(019) 707-200
Santa Ana	2 MacArthur Place, Ste. 720, Santa Ana 92707	(714) 558-4451		Can Diego 52100	
Van Nuys	6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401	(818) 901-5403	 San Fernando Valley 	6150 Van Nuys Blvd., Ste. 307 Van Nuys 91401	(818) 901-575
Regional Of	fices			,	
San Francisco	455 Golden Gate Ave., Rm 9516, San Francisco 94102	(415) 557-0300	Consultation Reg	gion Office ———	
Sacramento	1750 Howe Ave., Ste. 440, Sacramento 95825	(916) 263-2803	 Fresno 	2550 Mariposa Mall, Rm. 3014	(559) 445-6800
Santa Ana	2 MacArthur Place, Ste. 720, Santa Ana 92707	(714) 558-4300		Fresno 93721	
Monrovia	800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(626) 471-9122			

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a and alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupa and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval ismerited. October 2020



The Division of Labor Standards Enforcement believes that the sample posting below meets the requirements of Labor Code Section 1102.8(a). This document must be printed to 8.5 x 14 inch paper with margins no larger than one-half inch in order to conform to the statutory requirement that the lettering be larger than size 14 point type.

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

- A violation of a state or federal statute.
- 2. A violation or noncompliance with a local, state or federal rule or regulation, or
- With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?

- An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an 1. employee from being a whistleblower.
- 2. An employer may not retaliate against an employee who is a whistleblower.
- An employer may not retaliate against an employee for refusing to participate in an activity that 3. would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- An employer may not retaliate against an employee for having exercised his or her rights as a 4. whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

ion, in a fine of up to \$250,000 or and if the employer is a corporation or limite \$1.5 million The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board. An employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, o until the unsafe condition is corrected, whichever is longer, to warr employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

 SEX/GENDER (includes pregnancy, childbirth broatfooding and (or related medical conditions) SEXUAL ORIENTATION THE CALIFORNIA FAIR EMPLOYMENT AND 12. Require employers of 5 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period

HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH 12996) AND ITS **IMPLEMENTING REGULATIONS (CALIFORNIA** CODE OF REGULATIONS, TITLE 2, SECTIONS

ANCESTRY

COLOR

• AGE (40 and above

DISABILITY (physi

MARITAL STATUS

GENETIC INFORMATION

The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you

from illegal discrimination and harassment in

employment based on your actual or perceived:

mental, HIV and AIDS)

• GENDER IDENTITY, GENDER EXPRESSION

MEDICAL CONDITION (genetic characteristic)

NATIONAL ORIGIN (includes language use and

RACE (including, but not limited to, hair texture and protective hairstyles. Protective hairstyles includes, but not limited to, such hairstyles as braids, locks, and two

• RELIGION (includes religious dress and grooming

MILITARY OR VETERAN STATUS

11000 THROUGH 11141): 1. Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any persons and require employers to take all reasonable steps to prevent harassment. This cludes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.

2. Require that all employers provide information to each of the **FILING A COMPLAINT** employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may either develop their own

The law provides for remedies for individuals who experienc ublications which must meet standards set forth in California prohibited discrimination or harassment in the workplace. These ernment Code section 12950, or use material from DFEH remedies include hiring, front pay, back pay, promotion Require employers with 5 or more employees and all public reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and entities to provide training for all employees regarding the prevention of sexual harassment, including harassment based on

certain military exigencies.

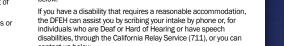
a discriminatory hiring preference.

r dispatching members to jobs.

emotional distress damages. ender identity, gender expression, and sexual orientation. Job applicants, unpaid interns, and employees: If you believe you 4. Prohibit employers from limiting or prohibiting the use of any have experienced discrimination or harassment you may file a language in any workplace unless justified by business necessi complaint with DFEH. Independent contractors and volunteers: If vo he employer must notify employees of the language restriction believe you have been harassed, you may file a complaint with DFEH and consequences for violation. Also prohibits employers from Complaints must be filed within three years* of the last act of discriminating against an applicant or employee because they possess a driver's license issued to a person who is unable to prove that their presence in the United States is authorized under discrimination/harassment. For victims who are under the age of eighteen, not later than three years after the last act of nination/harassment or one year after the victim's eighteenth birthday, whichever is later.

5. Require employers to reasonably accommodate an employee unpaid intern, or job applicant's religious beliefs and practices To schedule an appointment, contact the Communication Center including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.

6. Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to perform the essential functions of a job. contact us below.



DFEH-E07P-ENG / January 2021

to care for their own serious health condition; to care for a child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling with a serious health condition; to bond

with a new child (by birth, adoption, or foster placement); or for

13. Require employment agencies to serve all applicants equally

refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring

nquiries or publishing help-wanted advertisements that express

14. Prohibit unions from discriminating in member admissions

15. Prohibit retaliation against a person who opposes, reports

or assists another person to oppose unlawful discrimination

Never permit an employee to do work that violates Cal/OSHA workplace safety and Cal/OSH/ Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness or fatality. Vever permit an employee to be exposed to harmful substances without providing When an inspection begins, the Cal/OSHA investigator will show official identification The employer, or someone the employer chooses, will be given an opportunity to mpany the investigator during the inspection. An authorized repr esentative of the EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS: employees will be given the same opportunity. Where there is no authorized employees representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace. As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office see below). Your name is not revealed by Cal/OSHA, unless you request otherwise. VIOLATIONS, CITATIONS, AND PENALTIES: If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty ann specifies a date by which the violation must be abated. A notice, which carries no ou also have the right to bring unsafe or unhealthful conditions to the attention of the

WHEN CAL/OSHA COMES TO THE WORKPLACE:

monetary penalty, may be issued in lieu of a citation for certain non-serious violations You and your designated representative have the right to access the employer's IIPP. e classification of the violation as regulatory hether the employer failed to abate a zardous condition. Base penalty amounts, n and maximum penalty amounts are set for section 336 (www.dir.ca.gov/title8/336.html)

 Permit ioh and ints, unpaid interns, volunteers, and employee o file complaints with DFEH against an employer, employment agency, or labor union that fails to grant equal employment as equired by law.

8. Prohibit discrimination against any job applicant, unpaid ntern, or employee in hiring, promotions, assignments, ermination, or any term, condition, or privilege of employment. 9. Require employers, employment agencies, and unions to preserve applications, personnel records, and employment referral records for

a minimum of two years. 10. Require employers to provide leaves of up to four months to mployees disabled because of pregnancy, childbirth, or a related

11. Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a elated medical condition

* Effective 1/1/2020

federal law.

NOTICE TO EMPLOYERS REGARDING TIME OFF POLLS ARE OPEN FROM 7:00 A.M TO 8:00 P.M. EACH ELECTION DA

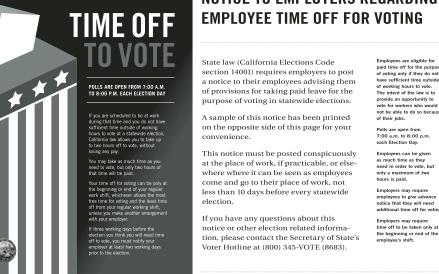
DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested. Government Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and oth places employees gather. Any employer whose workforce at any facility or

consists of more than 10% of non-English speaking person must also post this notice in the appropriate language or languages.

CONTACT US Toll Free: (800) 884-1684

TTY: (800) 700-2320

contact.center@dfeh.ca.gov www.dfeh.ca.gov





before allowing you a leave for pregnancy disability or for

your own serious health condition. We also may require

certification from the health care provider of your child,

before allowing you a leave to take care of that family ember. When medically necessary, leave may be take

If you are taking a leave for the birth, adoption, or foster care

leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact

certain of your benefits and your seniority date. If you want

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH.

If you have a disability that requires a reasonable accommodation, DFEH can assist you with your complaint. Contact us through any method above or, for individuals who are deaf or hard of hearing or have speech disabilities, through the California Relay Service (711).

the impact of the leave on your seniority and benefits,

please contact your employer.

TO FILE A COMPLAINT

oll Free: 800.884.1684

TTY: 800.700.2320

Department of Fair Employment and Housing dfeh.ca.gov

more information regarding your eligibility for a leave and/or

lacement of a child, the basic minimum duration of the

parent or spouse, who has a serious health cond

on an intermittent or reduced work schedule.

Under California law. vou mav have the right to take job-protected leave to care for your own rious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to prov job-protected leave and accommodations to

wees who are disabled by pregnancy, irth. or a related medical condition. der the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month

period before the date you want to begin your leave and if we employ five or more employees, you may have a right to a family care or medical leave (CFRA leave This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent, grandparent, sibling, spouse, or domestic partner. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have creating instantiation in you are on inversion of solution of creating ingits to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement-for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position-at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice

January 1 2022 \$14.00 \$15.00 \$15.00 \$15.00 January 1, 2023 PREVIOUS YEAR

\$12.00 \$13.00 January 1, 2020 plovees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer. T supations in the State of Califo

SUMMARY OF ACTIONS TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries, (SB 3,

State of 2016, amending section 1182.12. of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.12, of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.12, the Department of Industries (GB 5, amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2019. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders. This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your local Division of Labor Standards Enforcement office. . APPLICABILITY

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

MINIMUM W AG ES

more than the followin

the Labor Code; and

Never discriminate, harass, or retaliate on the basis of pregnancy.

FOR PREGNANCY DISABILITY LEAVE:

are provider substantiating the need for your leave.

· At your discretion, you can use any vacation or other paid

Your employer may require or you may choose to use any available sick leave during your PDL.

Your employer is required to continue your group health
 coverage during your PDL at the same level and under the

ime off during your PDL.

very employer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked.

3. MEALS AND LODGING CREDITS - TAB LE When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary written agreement may not be

EFFECTIVE:	JANUARY 1, 2020		JANUARY 1, 2021		JANUARY 1, 2022		JANUARY 1, 2023
For an employer who employs:	26 or More	25 or Fewer	26 or More	25 or Fewer	26 or More	25 or Fewer	All Employers regardless of
LODGING	Employees	Employees	Employees	Employees	Employees	Employees	number of Employees
Room occupied alone	\$61.13	\$56.43	\$65.83	\$61.13	\$70.53	\$65.83	\$70.53
	/week						
Room shared	\$50.46	\$46.58	\$54.34	\$50.46	\$58.22	\$54.34	\$58.22
	/week						
Apartment – two thirds (2/3) of the ordinary rental value, and in no event more than:	\$734.21 /month	\$677.75 /month	\$790.67 /month	\$734.21 /month	\$847.12 /month	\$790.67 /month	\$847.12 /month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:	\$1086.07 /month	\$1002.56 /month	\$1169.59 /month	\$1086.07 /month	\$1253.10 /month	\$1169.59 /month	\$1253.10 /month

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or

odging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the amounts stated in the table above 4. SEPARABILITY

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, ional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if he part so held invalid or unconstitutional had not been included herein.

5 AMENDED PROVISIONS his Order amends the minimum wage and meals and lodging credits in MW-2019, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders

These Amendments to the Wage Orders shall be in effect as of January 1, 2021

Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at <u>www.dir.ca.gov/DLSE/dlse.html</u> or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuvs



YOUR EMPLOYER* HAS AN OBLIGATION TO: NOTICE OBLIGATIONS AS AN EMPLOYEE:

· Reasonably accommodate your medical needs related Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give o pregnancy, childbirth, or related conditions (such as your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, emporarily modifying your work duties, providing you ith a stool or chair, or allowing more frequent breaks Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy; ransfer, or PDL is foreseeable, or as soon as practicable in e need is an emergency or unfores Provide you with pregnancy disability leave (PDL) of up to

Provide a written medical certification from your health ca provider. Except in a medical emergency where there is no Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protest you from non-leave related employment actions, such as a layoff; provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a ritten medical certification from your health care provider he medical need for your reasonable accommo ransfer or PDL. If the need is an emergency or inforeseeable, you must provide this certification time frame your employer requests, unless it is not practicable for you to do so under the circumstances desy your diligent, good faith efforts. Your employer must provi at least 15 calendar days for you to submit the certificatio Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in See if your employer has a copy of a medical certification form to give to your health care provider to complete.

Please note that if you fail to give your employer reasonat advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodat transfer, or PDL.

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA):

 PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need. Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position in you request a written guarantee. Your employer may requir you to submit written melcial certification from your health Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child, or for your own serious health condition or that of your child, parent, spouse, domesti partner, grandparent, grandchild, or sibling, Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for California's Paid Family Leave (PFL) program, which is administered by the Employment Development Department (EDD). PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational abetes, pregnancy-induced hyper-tension, preeclan covery from childbirth or loss or end of pregnancy, Id/or post-partum depression. PDL does not need to be taken all at once but can be

taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced vork schedule. Your leave will be paid or unpaid depending on you mployer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family .eave (PFL), administered by the California Employment Development Department. If you have been subjected to discrimination, harassmen or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH.

TO FILE A COMPLAINT

Department of Fair Employment and Housing dfeh.ca.gov Toll Free: 800.884.1684 TTY: 800.700.2320

DFEH TRANSGENDER **RIGHTS IN THE** WORKPLACE

WHAT DOES "TRANSGENDER" MEAN?

1."Social transition" involves a process of socially aligning one's gender with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).

An employer who requires a dress code must enforce it in a non-discriminatory manner. This means that, unless an

What are the obligations of employers when it comes to bathrooms, showers, and locker rooms? All employees have a right to safe and appropriate restroon and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's assigned sex at birth. In addition, where possible, an employee stassing educed at birth. In addition, where possible, an employer should provide an easily accessible unisex single stall bathroom for use by any employee who desires increased privacy,

regardless of the underlying reason. Use of a unisex single stall restroom should always be a matter of choice. No employee should be forced to use one either as a matter of policy or due to harassment in a gender-appropriate facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government

must be identified as all-gender toilet facilities

FILING A COMPLAINT If you believe you are a victim of discrimination you may within three years* of the discrimination, file a complaint of

ation by contacting DFEH. To schedule an appointment, contact the Communication Center below.

in a gender transition in order to be protected by the law. An If you have a disability that requires a reasonabl nmodation, the DFEH can assist you by scribing you intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below

CONTACT US Toll Free: (800) 884-1684 TTY: (800) 700-2320 contact.center@dfeh.ca.gov www.dfeh.ca.gov

How do employers implement dress codes

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.



ACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN ployment, on the basis promotion, discharge, pay, fringe benefits, job training, classification, re al origin, Religious other aspects of employment, GINA also restricts employers' accuisition ation and strictly limits disclosure of genetic informatio

RETALIATION

lifted individuals from discrimination on the basis of disability in hiring, promotion charge, pay, fringe benefits, job training, classification, referral, and other ects of employment. Disability discrimination includes not making reasonable ise qualified person who files a charge of discrimination, participates in a discr e hardship. proceeding, or otherwise opposes an unlawful employment practic WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

(WAGES) The U.S. Equal Employment Opportunity Commission (EE (old free) or 1.800.669.6620 (old free TTY number for indiv ition to sex discrimination prohibited by Title VII of the Civil Rights Act as ited, the Equal Pay Act of 1963, as amended, prohibits exe discrimination in yment of wages to women and men performing substantial beautions. SEX (WAGES) at Pay Act of 1963, as amended, prohibits sex discrimination in res to womer and men performing substantially equal work, equal skill, effort, and responsibility, under similar working filing, is available at www.ecco.gov.

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

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

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.

used by the employee to express breast milk.

pay provisions.

NG JULY 24, 2009

certain work hours restrictions. Different rules apply in agricultural employment.

the minimum hourly wage, the employer must make up the difference.

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

Mariana Islands, and the Commonwealth of Puerto Rico.

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-mining, non-hazardous jobs with

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 FLSA requires employers to provide reasonable break time for a nursing mother employe

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

in 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 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

discharging workers who file a complaint or participate in any proceeding under the FLSA.

the death or serious joury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retailating against or

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

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern

· 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 contractors are not.

a subserve of during a war or in a campaign or expedition for which n badge has been authorized), and Armed Forces service medal vet s who, while on active duty, participated in a U.S. military operation Armed Forces are a construction of the service service of the service service and the service service and the service service service service and the service s Forces service medal was awarded RETALIATION under these Federal laws The Office of Federal Contract Compliance I Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1400-337-6251 (tol-free) or (2020) 653-1337 (TTY). OFCCP may also b contacted by email at OFCCP-public@dol.gov, or by calling an OFCCP regio or district office, listed in most telephone directories under U.S. Government, Denartment of Labor.

Programs or Activities Receiving Federal Financial Assistance

Employers Holding Federal Contracts or Subcontracts

are protected under Federal law from discrimination on the following bases

Applicants to and employees of companies with a Federal gove

· · · · · · · · · · · · · · · · · · ·					
LOR, NATIONAL ORIGIN, SEX	INDIVIDUALS WITH DISABILITIES				
n to the protections of Title VII of the Civil Rights Act of 1964, as Title VI of the Civil Rights Act of 1964, as amended, prohibits	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				
tion on the basis of race, color or national origin in programs or eceiving Federal financial assistance. Employment discrimination by Title VI if the primary objective of the financial assistance is	Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.				
of employment, or where employment discrimination causes or may rimination in providing services under such programs. Title IX of the Amendments of 1972 prohibits employment discrimination on the x in educational programs or activities which receive Federal financial	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.				
•					

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

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

hardship. Section 50

NDIVIDUALS WITH DISABILITIES

CHILD LABOR

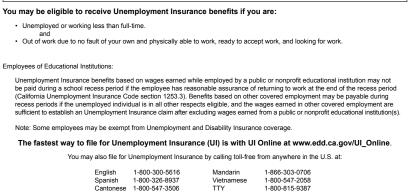
TIP CREDIT

NURSING

MOTHERS

ADDITIONAL

NFORMATION



Note: Waiting to file a claim could delay benefits. EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).

Page 1 of 1

NOTICE TO EMPLOYEES

UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis for Unemployment Insurance benefits.

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.

yees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determ eave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization of the second se

nuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for whic

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights an respectively interval of the two provides in proteining the two products must paying a user of a isolicities of rights an

oyers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be <mark>desig</mark>r

WHB

WH1420 REV 04/16

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsu against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or lo

ng agreement that provides greater family or medical leave rights

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 Divisio

Employers can require a certification or periodic recertification supporting the need for leave. If the employer dete certification is incomplete, it must provide a written notice indicating what additional information is required.

ve was previously taken or certified.

EMPLOYEE RIGHTS EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT EMPLOYEE POLYGRAPH PROTECTION ACT

DE 1857D Rev. 19 (7-18) (INTERNET)

REQUESTING

MPLOYER

ENFORCEMENT

EDD Development Department

RESPONSIBILITIES

LEAVE

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 PROHIBITIONS 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, EXEMPTIONS the law does not apply to tests given by the Federal Government to

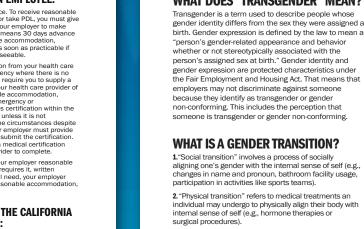
certain private individuals engaged in national security-related activities The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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 detector tests

- FXAMINEE Where polygraph tests are permitted, they are subject to numerous strict RIGHTS 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.
- **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER



A person does not need to complete any particular step employer may not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in a gender transition.

> FAQ FOR EMPLOYERS What is an employer allowed to ask? Employers may ask about an employee's employment

history, and may ask for personal references, in addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a person's gender identity, including asking about their marital status, spouse's name, or relation of household members to one another. Employers should not ask uestions about a person's body or whether they plan to

have surgery. and grooming standards?

employer can demonstrate business necessity, each

person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming WHAT IS A GENDER TRANSITION?

of a child or a planned medical treatment for yourself or of
a family member). For events that are unforeseeable, we
need you to notify us, at least verbally, as soon as you learn
of the need for the leave. Failure to comply with these
notice rules is grounds for, and may result in, deferral of
the requested leave until you comply with this notice policy.

