SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

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 safely.

Employers shall make available on a timely and reasonable basis a safety data sheet

on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee's physician.

Employees have the right to see and copy their medical records and records of

Employers must allow access by employees or their representatives to accurate

Any employee or their representative has the right to observe monitoring of

make sure your company is obeying workplace safety and health laws.

ecords of employee exposures to potentially toxic materials or harmful physical

measuring of employee exposure to hazards conducted to comply with Čal/OSHA

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness

When an inspection begins, the Cal/OSHA investigator will show official identification

If the investigation shows that the employer has violated a safety and health standard

specifies a date by which the violation must be abated. A notice, which carries no

previous violation involving the same hazardous condition. Base penalty amounts penalty adjustment factors, and minimum and maximum penalty amounts are set forth

in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html)

In addition, a willful violation that causes death or permanent impairment of the body

imprisonment up to three years, or both, and if the employer is a corporation or limited

An employer who receives a citation, Order to Take Special Action, or Special Order

must post it or a copy, including the enclosed multi-language employee notification prominently at or near the place of the violation or unsafe condition for three working

Cal/OSHA Consultation Services

(559) 445-6800

(714) 562-5525

(510) 622-2891

(909) 383-4567

(619) 767-2060

The law provides that employers may appeal citations within 15 working days of

days, or until the unsafe condition is corrected, whichever is longer, to warn

•Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005

•La Palma / Los Angeles / 1 Centerpointe Dr., Ste. 150

Consultation Region Office

Fresno 93721

La Palma 90623

Oakland 94612

San Diego 92108

Sacramento 95825

San Bernardino 92401

1515 Clav St., Ste 1103

1750 Howe Ave., Ste. 490

464 West Fourth St., Ste. 339

7575 Metropolitan Dr., Ste. 204

6150 Van Nuys Blvd., Ste. 307

2550 Marinosa Mall Rm 3014

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

of any employee can result, upon conviction, in a fine of up to \$250,000 or

liability company, the fine may be up to \$1.5 million

Field / Area Offices

Orange County

Northern CA

·San Diego /

·San Bernardino

Oakland/ Bay Area

receipt to the Occupational Safety and Health Appeals Board.

or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and

monetary penalty, may be issued in lieu of a citation for certain non-serious violations

The employer, or someone the employer chooses, will be given an opportunity to

employees will be given the same opportunity. Where there is no authorized

employee representative, the investigator will talk to a reasonable number of

employees about safety and health conditions at the workplace.

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

agents, and notify employees of any exposures in concentration or levels exceeding

exposure to potentially toxic materials or harmful physical agents.

he exposure limits allowed by Cal/OSHA standards.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

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

Previous Years Employers with 25 or Fewer Employees*

ovided 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 employe

January 1, 2021

Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer. To employers and representatives of persons working in industries and occupations SUMMARY OF ACTIONS SUMMART UP 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, Stats of 2016, amending section 1182.12. of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations 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.

\$13.00

. MEALS AND LODGING CREDITS - TABLE 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 more than the following JANUARY 1, 2023 EFFECTIVE: **JANUARY 1, 2021 JANUARY 1, 2024** For an employer who employ All Employers regardless of number of I Employers regardless of numbe LODGING **Employees** of Employees \$61.13 \$65.83 \$75.23 oom occupied alone oom shared Apartment – two thirds (2/3) of the ordinal \$790.67 \$734.21 \$847.12 \$790.67 \$875.33 \$903.60 Where a couple are both employed by the \$1253.10 \$1169.59 \$1169.59 \$1086.07 \$1294.83 \$1336.65 employer, two thirds (2/3) of the ordinary

the application of any provision of this Order, or any section, subsection, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereo shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein Order amends the minimum wage and meals and lodging credits in MW-2023, 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

Aleals 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 lodging is used to meet part of the employer's minimum wage obligation, the

\$7.47

\$10.02

\$5.06

\$6.97

\$9.35

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 www.dir.ca.gov/DLSE/dise.html 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 Bernar Bernar San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys. Updated 10/2

\$4.70

\$6.47

\$8.68

Family Medical Leave Act

RRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits loyers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

you ensure that your employer receives advance written or verbal notice of your service; • you have not even you have not expend your service; • you have not exployed from the uniformed services while with that particular employer; • you return to work or apply for reemployment in mely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION
If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status.

Polygraph Protection

Family Care and Medical Leave (CFRA Leave)

Workers' Compensation

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most 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 repeated exposures (such as hurting your wrist from doing the same motion over and over).

Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work

• Death Benefits: Paid to your dependents if you die from a work-related injury or illness.

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell 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 is

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

• 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

4. 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 medica

roup 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

If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group

Discrimination: It is illegal for your employer to punish or fire you for having a work injury or illness, for filling a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers'

or by calling toll-free (800) 736-7401. Learn more information about DWC and DLSE online: www.dwc.ca.gov or www.dir.ca.gov/dls False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or

Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related

Transgender Rights In The Workplace

Medical and Exposure Records

· 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

The above information satisfies the requirements of GISO 3204(g), which may be done by posting this placard in the workplace, or by any similar method the employer chooses

epartment of Industrial Relations

Division of Occupational Safety and Health 1515 Clay Street, Suite 1901 Oakland, CA 94612 Phone: (510) 286-7000 Fax: (510) 286-7037

Notice of Withholding

Time Off For Voting

___ or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful

pass an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender ession, even if different from their legal name and gender? ession the properties of the properties of

calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at:

fou can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found a

• Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of injuries.

. 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.

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

ns, depending on their period(s) or actual incy disability leave and a CFRA leave for reason For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with jobprotected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employee ligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you,
Your serious mental or physical health condition that makes you unable to work,
To care for your spouse, child or parent with a serious mental or physical health condition, and
Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military

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

\$5.06

\$6.97

\$9.35

ness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember ou have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid eave if your employer's paid leave policy covers the reason for which you need FMLA leave. ou are an **eligible employee if all** of the following apply:
You work for a covered employer. You have worked for your employer at least 12 months,
You have morked for your employer at least 12 months,
You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
Your employer has at least 50 employees within 75 miles of your work location.

rou work for a **covered employer if one** of the following applies:
You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

ployed in your civilian job if you leave that job to perform service in the uniformed service and:

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

m discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for ercising other rights under the Act.

Sovernment 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, o certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical

he Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably

he law does not preempt any provision of any State or local law or any collective bargaining agreement which is more strictive with respect to lie detector tests.

nder the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that

Eligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more

ollars, 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.

ou can also get free information from a State Division of Workers' Compensation Information & Assistance Officer. The nearest Information &

Assistance Officer can be found at location:

CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, IARASSMENT, AND RETALIATION AT WORK, THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT.

If you need help locating an MPN physician, call your MPN access assistant at:_

allow them to return to their job or a similar job er their leave ends. This leave may be up to 12 work weeks in a 12-month period for:

f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job

· Give notice at least 30 days before your need for FMLA leave, or · If advance notice is not possible, give notice as soon as possible You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may reques certification from a health care provider to verify medical leave and may request certification of a qualifying ex limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. What does my employer need to do? If you are eligible for FMLA leave, your employer must:

• Allow you to take job-protected time off work for a qualifying reason,

• Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

\$7.72

\$10.35

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, you employer must notify you in writing:

• About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave. Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about ou WHD complaint process. For additional information: 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

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of thest. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employe

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN

nemployee's own serious health condition. Employers may also require certification from the health care provider of the e's family member, including a designated person, who has a serious health condition, before granting leave to take care of tha

Updated 1/23

discontinue a test, and the right not to have test results disclosed to unauthorized persons.

READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/who

including shift and location, at the end of your leave

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions.

U.S. Department of Justice

anufacturers, distributors and dispensers.

Civil Right Department State of California

Benefits. Workers' compensation benefits include:

hiropractic, physical therapy and occupational therapy visits.

pooklet "Workers' Compensation in California: A Guidebook for Injured Workers.

Airline flight crew employees have different "hours of service" requirements.

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 complaint 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 Occupational Safety 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.

November 2023

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

Any employee has the right to refuse to perform work that would violate an occupational Penalty amounts depend in part on the classification of the violation as regulatory,

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

Call the FREE Worker Information Helpline - (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

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

(707) 649-3700

(661) 588-6400

(650) 573-3812

(510) 794-2521

(559) 445-5302

(213) 576-7451

(209) 545-7310

(626) 239-0369

(510) 622-2916

(530) 224-4743

(916) 263-2800

(619) 767-2280

(714) 558-4451

(818) 901-5403

(415) 557-0300

(916) 263-2803

(714) 558-4300

(626) 471-9122

safety or health standard or order where such violation would create a real and general, serious, repeat, or willful; and whether the employer failed to abate a

state minimum wage law are bligated to pay the higher rate

SKU: CA2-27X40-ENG

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

other words, as an employer, you must follow state laws governing job safety and

health. Failure to do so can result in a threat to the life or health of workers, and

customarily posted so everyone on the job can be aware of basic rights and

You must display this poster in a conspicuous place where notices to employees are

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/

title8/3203.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

showing that each employee has been trained in the hazards unique to each job

You must correct any hazardous condition that you know may result in injury to

You must notify a local Cal/OSHA district office of any serious injury or illness, or death.

Never permit an employee to do work that violates Cal/OSHA workplace safety and

Never permit an employee to be exposed to harmful substances without providing

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential

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.

You also have the right to bring unsafe or unhealthful conditions to the attention of the

You and your designated representative have the right to access the employer's IIPP

You may not be fired or punished in any way for filing a complaint about unsafe or

rights, you may file a complaint about this type of discrimination by contacting the

the U.S. Department of Labor, Occupational Safety and Health Administration.

American Canyon 3419 Broadway St., Ste. H8. American Canvon 94503

381 Hemsted Dr., Redding 96002

7718 Meany Ave., Bakersfield 93308

1065 East Hillsdale Bl., Ste. 110, Foster City 94404

1500 Hughes Way. Suite C-201. Long Beach 90810 (424) 450-2630

464 West Fourth St. Ste. 332 San Bernardino 92401 (909) 383-4321

455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100

39141 Civic Center Dr. Ste. 310 Fremont 94538

320 West Fourth St., Rm. 820, Los Angeles 90013

2550 Mariposa St., Rm. 4000, Fresno 93721

4206 Technology Dr., Ste. 3, Modesto 95356

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

1750 Howe Ave., Ste. 430, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

1750 Howe Ave., Ste. 440, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

6150 Van Nuvs Blvd., Ste. 405, Van Nuvs 91401

455 Golden Gate Ave., Rm 9516, San Francisco 94102

1515 Clay St., Ste. 1303, Box 41, Oakland 94612

7575 Metropolitan Dr., Ste. 207, San Diego 92108

unhealthful working conditions, or for otherwise exercising your rights to a safe and

nearest office of the California Department of Industrial Relations, Division of Labor

Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of

the California Labor Commissioner's Office.) Consult your local telephone directory for

To keep the workplace and your coworkers safe, you should tell your employer about any

hazard that could result in an injury or illness to an employee. While working, you must

nealthful workplace. If you feel that you have been fired or punished for exercising your

8 hours can result in a minimum civil penalty of \$5,000.

Never allow an untrained employee to perform hazardous work.

WHAT AN EMPLOYER MUST NEVER DO:

Cal/OSHA investigator inspecting your workplace.

apparent hazard to the employee or other employees.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

always obey state workplace safety and health laws.

adequate protection

the office nearest you.

District Offices

Bakersfield

Foster City

Long Beach

Los Angeles

Monrovia

Oakland

Reddina

Sacramento

San Diego

Santa Ana

/an Nuvs

San Bernardino

San Francisco

San Francisco

Sacramento

CHILD LABOR

Regional Offices

Fresno

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

employees. Failure to do so could result in criminal charges, monetary penalties, and

Federal Minimum Wage

n 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 imployers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must 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 breast milk.

he Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may a 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 meney 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 taliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. ertain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements

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

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 nimum wage and overtime pay protections and correctly classified independent contractors are not. 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 Department of Labor 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Pregnant Workers Fairness Act (PWFA)

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023 requires covered employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions. unless the accommodation will cause the employer an "undue hardship." An undue hardship is defined as causing significant difficulty or expense. "Reasonable accommodations" are changes to the work environment or the way things are usually done at work. WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS? Being able to sit or drink water Having flexible hours Receiving appropriately sized uniforms and safety apparel

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS? Other laws that apply to workers affected by pregnancy, childbirth, or related medical condition Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission The ADA which prohibits employment discrimination based on disability (enforced by the The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S Department of Labor) The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor) Learn more at www.EEOC.gov/Pregnancy-Discrimination Updated 6/2

Equal Employment Opportunity

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you om discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. Employees (current and former), including managers and temporary employees Union members and applicants for membership in a union

Receiving additional break time to use the bathroom, eat, and rest

Taking leave or time off to recover from childbirth

What Organizations are Covered? Most private employers State and local governments (as employers) Educational institutions (as employers) Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

ReligionNational origin Sex (including pregnancy and related conditions, sexual orientation, or gender identity) · Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests. Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination • Interference, coercion, or threats related to exercising rights regarding disability discrimination or What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: harge firing or lay-off ent (including unwelcome verbal or physical conduct) Hiring or promotion

Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief observance or practice Job training Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees
 Conduct that might reasonably discourage someone from opposing disciparticipating in an investigation or proceeding. · Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or meone assisting or encouraging someone else to exercise rights, regarding disability discrimination ncluding accommodation) or pregnancy accommodation

What can You Do if You Believe Discrimination has Occurred?
Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office)

E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation.

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referrand other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individu with a disability who is an applicant or employee, barring undue hardship to the employer. 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 The Vietnam Fra Veterans' Readiustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibit employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service

iation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations

The Office of Federal Contract Compliance Programs (OFCCP) 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access

telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the

Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. Individuals with Disabilities
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the

basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. f you believe you have been discriminated against in a program of any institution which receives Federa financial assistance, you should immediately contact the Federal agency providing such assistance.

Sexual Harassment

Civil Rights Department State of California onditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual arassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve arassment by a person of the same gender, regardless of either person's sexual orientation or gender identity HERE ARE TWO TYPES OF SEXUAL HARASSMENT "Quid pro quo" (Latin for 'this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex. penefit on your submission to 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. EHAVIORS THAT MAY BE SEXUAL HARASSMENT Jnwanted sexual advances Offering employment benefits in exchange for sexual favors

Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters Derogatory comments, epithets, slurs, or jokes Delogatory comments, epitiests, study, of pixes
Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations
Physical touching or assault, as well as impeding or blocking movements Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful. Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint

Employees in job applications with CRD within three years of the last act of harassment or retailation. CRD serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If CRD finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in tiligation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with CRD and a Right-to-Sue Netice have been increased. EMPLOYER RESPONSIBILITY & LIABILITY 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 supervisor or agents. Employees accused of harassment, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps 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 client or customer) of an employee, applicant, or person 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 immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing onduct, and to create a workplace free of harassment A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for ILL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN Distribute copies of this document or an alternative writing that complies with Government Code 12950. This document ay be duplicated in any quantity.

Post a copy of the CRD employment poster "California Law Prohibits Workplace Discrimination and Harassment.

Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023.

The policy must:
Be in writing.

AMBULANCE:

 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 engaging in prohibited harassment.
 Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable 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 provisions for direct communication, either orally
or in writing, with a designated company representative, and / or a complaint hotline; and/ or access to an ombudsperson
and/or identification of CRD 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 representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to 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 investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence

4. Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following Printing the policy and providing a copy to employees with an acknowledgment form for employees to sign and return.
 Sending the policy via email with an acknowledgment return form.
 Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have rear and acknowledged receipt of the policy. Discussing policies upon hire and/or during a new hire orientation Using any other method that ensures employees received 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

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

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 must provi o. In adultion, employers win ob business in California and employs or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identification, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employees. All employees must be trained by January 1, 2023. New supervisory employees must be trained within six months of assuming their supervisory position, and new non-supervisory employees must be trained within six months of hire. Employees must be retrained once every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for the contraction.

. Damages for emotional distress from each employer or person in violation of the law 4. Changes in the policies or practices of the employer

To schedule an appointment, contact the Communication Center below. If you have a disability that requires a reasonable accommodation, the CRD can assist you by scribing your intake by one or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Servic (711), or you can contact us below.

Have a disability that requires a reasonable accommodation? CRD can assist you with your complain For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required CRD-185P-ENG / January 2023

Paid Sick Leave/Healthy Families Act

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 leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required. Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the

For all your Labor Law Poster Compliance Solutions

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT: CALIFORNIA PAID SICK LEAVE

An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each

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 Commissioner against an employer who retaliates discriminates against the employee. 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

Your employer must send a copy of your Employee's Withholding Allowance Certificate (Form W-4 [federal] or DE 4 [state]) to the Franchise Tax Board (FTB) if the form meets either of the following two conditions:

You claim more than 10 withholding allowances. You claim to be exempt from state or federal income tax withholding and your employer expects your usual weekly or employer will continue to treat the Form W-4 and/or DE 4 as valid until notified, in writing, by the FTB of the proper narital status and number of allowances to use for California Personal Income Tax (PIT) withholding purposes.

Polls are open from 7:00 a.m. to 8:00 p.m. each Election Day. If you are scheduled to be at work during that time,

California law allows you to take up to two hours off to vote, without losing any pay. You may take as much time as

need time off to vote, you must notify your employer at least two working days prior to the election.

need to vote, but only two hours of that time will be paid. Your time off for voting can be only at the beginning

(California Elections Code Section 14000)

SHALL BE AS FOLLOWS

REGULAR PAYDAYS FOR EMPLOYEES OF:

THESE RECORDS ARE AVAILABLE AT: _

You, as the employee, will have to provide proof that the FTB determination is incorrect for California PIT withholding purposes. Your employer must continue to withhold as instructed in the original determination until notified by the FTB, If the FTB finds that the number of withholding allowances you claimed is unreasonable, you may be subject to a \$500 penalty as provided by Section 13101 of the California Unemployment Insurance Code

CALIFORNIA SECRETARY OF STATE

(800) 345-VOTE (8683) www.sos.ca.gov

W-4 Unit Franchise Tax Board MS F180

Sacramento, CA 95812-2952

Fax (916) 843-1094

Emergency Notice

POLICE: CAL/OSHA: State of California Department of Industrial Relations

> Cal/OSHA Publications DOSHPublications@dir.ca.gov

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

State&FederalPoster™

FIRE-RESCUE:



Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following Employers with 26 or More Employees

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF THE CALIFORNIA LABOR CODE

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILIT

Payday Notice

believes that the sample posting below meets the uirements of Labor Code Section 1102.8/a s document must be printed to 8.5 x 14 inc paper with margins no larger than one-half inch in the lettering be larger than size 14 point type

CALIFORNIA REPUBLIC

\$7.97

Whistleblowers' Protection 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:

1. A violation of a state or federal statute.

2. A violation or noncompliance with a local, state or federal rule or regulation, or 3. 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

What protections are afforded to whistleblowers?

with a local, state or federal rule or regulation.

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.

2. An employer may not retaliate against an employee who is a whistleblower. 3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

4. An employer may not retaliate against an employee for having exercised his or her rights as a 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

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

Your Rights and Obligations as a Pregnant Employee

onditions (such as temporarily modifying your work duties, providing you with a stool or chair, or Illowing 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;
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 DL, however, does not protect you from non-leave related employment actions, such as a layoff

the employee's work area to express breast milk in private as set forth in the Labor Code; and

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

FOR PREGNANCY DISABILITY LEAVE 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 Once your employer has been informed that you need to take PDL, your employer must guarantee n writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health are provider substantiating the need for your leave.

Provide a reasonable amount of break time and use of a room or other location in close proximity to

• 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 orning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery om childbirth or loss or end of pregnancy, and/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 work schedule. Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You nay also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department. At your discretion, you can use any vacation or other paid time off during your PDL 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 same conditions that coverage would have been provided if you had continued in

Taking PDL may impact certain of your benefits and your seniority date; please contact your WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS? Being able to sit or drink water Receiving closer parking Having flexible hours

Receiving appropriately sized uniforms and safety appare

employment continuously for the duration of your leave.

Taking leave or time off to recover from childbirth Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy NHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS? protected categories (enforced by the U.S. Equal Employment Opportunity Commission

Receiving additional break time to use the bathroom, eat, and rest

The PUMP Act which provides nursing mothers a time and private place to pump at work Learn more at www.EEOC.gov/Pregnancy-Discrimination • Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, o take PDL, you must give 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 transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or

• Provide a written medical certification from your health care provider. Except in a medical

The Family and Medical Leave Act which provides unpaid leave for certain workers for

pregnancy and to bond with a new child (enforced by the U.S Department of Labor)

emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable mmodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provid this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. 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 reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL. ADDITIONAL LEAVE LINDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA) 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 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, domestic partner, grandparent, grandchild, sibling, or someone else related by blood or in family-like relationship with the employee ("designated person"). 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 benefits administered by Employment Development Department Civil Rights Department

Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711

Have a disability that requires a reasonable accommodation? CRD can assist you with your "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the em partner, or a person to whom the employee stands in loco parentis.

* "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood The ADA which prohibits employment discrimination based on disability (enforced by the

Unemployment Insurance

ployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work.

Phone: Representatives are available at the following toll-free numbers, Monday through Friday between 8 a.m. to 12 noon (Pacific Standard Time) except during state holidays

Spanish 1-800-326-8937 Mandarin 1-866-303-0706 TTY 1-800-815-9387 Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the Unemployment Insurance Application (DE 1101I), will display. For faster and nore secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing. mportant: Waiting to file your UI claim may delay benefit payments.

isability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability our employer must provide the Disability Insurance Provisions (DE 2515) brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability

• Online: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (edd.ca.gov/SDI Online) to get started. • Mail: To file a claim with the EDD by mail, complete and submit a Claim for Disability Insurance (DI) Benefits(DE 2501) form.

You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-800-480-3287.

lote: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistanc or more information about DI, visit State Disability Insurance (edd.ca.gov/disability) or call 1-800-480-3287

State government employees should call 1-866-352-7675. TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441

Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild

sibling, spouse, or registered domestic partner. Benefits are available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement. Benefits are also available for eligible Californians who need time off work to participate in a qualifying event resulting from a spouse, registered domestic partner, parent, or child's military deployment to a foreign country. Your employer must provide the Paid Family Leave (DE 2511) brochure, to newly hired employees and to each employee who is taking time off work to care for a seriously ill family members, to bond with a new child, or to participate in a qualifying military event.

• Mail: To file a claim with the EDD by mail, complete and submit a Claim for Paid Family Leave (PFL) Benefits(DE 2501F) form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability surance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-877-238-4373. Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

or more information about PFL, visit State Disability Insurance (edd.ca.gov/disability) or call 1-877-238-4373. State government employees should call 1-877-945-4747. TTY (for deaf or hearing-impaired individuals only) is available at lote: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the EDD (edd.ca.gov).

Discrimination and Harassment

• AGE (40 and above) DISABILITY (physical, developmental, mental health/psychiatric, HIV and AIDS)

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

GENETIC INFORMATION GENDER EXPRESSION GENDER IDENTITY MARITAL STATUS

MEDICAL CONDITION (genetic characteristics, cancer or a record or history of cancer)
MILITARY OR VETERANS STATUS NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented immigrants) RACE (includes hair texture and hairstyles

REPRODUCTIVE HEALTH DECISIONMAKING SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS AT WORK . The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender

arassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions. . All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.

Employers with 5 or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation. DISCRIMINATION/REASONABLE ACCOMODATIONS

. California law prohibits employers with 5 or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and ther aspects of employment. t. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. Theemployer must notify employees of the language restriction and consequences for violation Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.

Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, 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. i. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job

. The law provides specific protections and hiring procedures for people with criminal histories who are looking for employmen Employers with 5 or more employees and public employers must provide up to 12 weeks of job-protected leave to eligible employees: to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in- law, andparent, grandchild, sibling) or a designated person (with a blood or family-like relationship to employee); to bond with a new child; or for certain military exigencies. . Employers must provide job-protected leave of up to 4 months to employees disabled because of pregnancy, idbirth, or a related medical condition, as well as require employers to reasonably accommodate an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition. Employers, employment agencies, and unions must preserve applications, personnel records, and employment

nd employment agencies from making discriminatory prehiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference Unions cannot discriminate in member admissions or dispatching members to jobs he law prohibits retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD.

The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation i he workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist rders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages

1. If you believe you have experienced discrimination, harassment, or retailation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.

1. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of eighteen, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD)

for Unemployment Insurance benefits.

ave a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

he Fair Employment and Housing Act is codified at Government Code sections 12900 - 12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1 Government Code section 12950 and California Code of Regulations tle 2, section 11023, 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 other places employees gather. Any employer whose orkforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages CRD-E07P-ENG / January 2023 For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/require



employer shall knowingly or intentionally permit, and no person shall engage in, the smoking of tobacco products in an enclosed space at a place of employment.

Unemployment Insurance Benefits

NOTICE TO EMPLOYEES Benefits based on other covered employment may be payable during recess periods if the unemployed **UNEMPLOYMENT INSURANCE BENEFIT** individual is in all other respects eligible, and the wages earned in other covered employment are sufficient

ou may be eligible to receive Unemployment Insurance benefits if you are

Unemployed or working less than full-time. • Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for

Note: Some employees may be exempt from Unemployment and Disability Insurance coverage The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at: his 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 English 1-800-300-5616 • Mandarin 1-866-303-0706

> 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)

nemployment Insurance benefits based on wages earned while employed by a public or nonprofit educationa stitution may not be paid during a school recess period if the employee has reasonable assurance of eturning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3).

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Spanish 1-800-326-8937 • Vietnamese 1-800-547-2058 Cantonese 1-800-547-3506 • TTY 1-800-815-9387

to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit