EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

discrimination, or participating in a discrimination

Interference, coercion, or threats related to exercising

What Employment Practices can be Challenged as

• Failure to provide reasonable accommodation for a

condition; or a sincerely-held religious belief,

Obtaining or disclosing genetic information

disability; pregnancy, childbirth, or related medical

Harassment (including unwelcome verbal or

• Pay (unequal wages or compensation)

Discriminatory? All aspects of employment, including:

lawsuit, investigation, or proceeding

Discharge, firing, or lay-off

physical conduct)

Hiring or promotion

observance or practice

Job training

Referral

Classification

of employees

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from 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. Retaliation for filing a charge, reasonably opposing · Employees (current and former), including managers and temporary employees Job applicants rights regarding disability discrimination or pregnancy Union members and applicants for membership in a union

Know Your Rights: Workplace Discrimination is Illegal

What Organizations are Covered? Most private employers State and local governments (as employers) Educational institutions (as employers)

 Staffing agencies Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Race

Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older) Genetic information (including employer requests for,

Religion

National origin

or purchase, use, or disclosure of genetic tests, genetic · Requesting or disclosing medical information services, or family medical history) **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readiustment Assistance Act o

enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, from active duty), active duty wartime or campaign badge veterans, or Armed Forces Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as service medal veterans. Retaliation Retaliation is prohibited against a person who files a amended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual órientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes ffirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, OFCCP's authorities should contact immediately: protects applicants and employees of Federal contractors from discrimination based on nquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, oromotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not naking reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by undue hardship to the employer. Section 503 also requires that Federal contractors take calling an OFCCP regional or district office, listed in most telephone directories disabilities at all levels of employment, including the executive level.

Title VI if the primary objective of the financial assistance is provision of employment, without reasonable accommodation, can perform the essential functions of the job. If or where employment discrimination causes or may cause discrimination in providing you believe you have been discriminated against in a program of any institution which services under such programs. Title IX of the Education Amendments of 1972 prohibits receives Federal financial assistance, you should immediately contact the Federal

employment discrimination on the basis of sex in educational programs or activities—agency providing such assistance

veterans, recently separated veterans (i.e., within three years of discharge or release The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

Conduct that might reasonably discourage someone

Conduct that coerces, intimidates, threatens, or interferes

from opposing discrimination, filing a charge, or

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise

rights, regarding disability discrimination (including

accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has

Occurred? Contact the EEOC promptly if you suspect

Submit an inquiry through the EEOC's public portal:

https://publicportal.eeoc.gov/Portal/Login.aspx

1-844-234-5122 (ASL video phone)

the EEOC in any of the following ways:

1-800-669-6820 (TTY)

<u>www.eeoc.gov/field-office</u>)

E-Mail info@eeoc.gov

Visit an FFOC field office (information at

Additional information about the EEOC,

including information about filing a charge

of discrimination, is available at www.eeoc.gov

Call 1-800-669-4000 (toll free)

discrimination. Do not delay, because there are strict time

days, depending on where you live/work). You can reach

mits for filing a charge of discrimination (180 or 300

participating in an investigation or proceeding

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access elecommunications relay services. OFCCP may also be contacted by submitting

ffirmative action to employ and advance in employment qualified individuals with 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 Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of disability in any prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by prohibited in all aspects of employment against persons with disabilities who, with or

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

MASSACHUSETTS MINIMUM WAGE

Massachusetts Wage & Hour Laws

The minimum wage is \$15.00

members of a religious order,

and who make more than \$20 a month in tips.

add up to the minimum wage per each shift.

1.5 x the basic minimum wage, *not* the service rate.

call the Attorney General's Fair Labor Division at (617) 727-3465.

many days an employee worked during one calendar week.

fired or laid off must be paid in full on their last day of work.

all deductions or increases made during the pay period.

uniform must refund the actual costs to the employee

aside in the employee's savings account).

normal shift to complete the work.

bartenders, or other service employees.

worked over 40 hours in a week.

responsibilities on a given day must never take any of your tips.

Tips and service charges listed on a bill must be given only to wait staff, service

Tip pooling is allowed only for wait staff, service bartenders, and other

Generally, employees who work more than 40 hours in any week must be paid

overtime. Overtime pay is at least 1.5 x the regular rate of pay for each hour

For some employees who get paid the "service rate," the overtime rate is

Exception: Under state law, some jobs and workplaces are exempt from overtime.

For a complete list of overtime exemptions, visit www.mass.gov/ago/fairlabor or

The law says when, what, and how employees must be paid. An employee's

pay (or wages) includes payment for all hours worked, including tips, earned

organizations, and

outside salespeople.

service employees.

Payment of Wages

Pay Deductions

to the employee.

Meal Breaks

paid for that time.

Sick Leave

determined, due and payable.





M.G.L. Chapter 151, Sections 1A and 1B

M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.02







State law requires all employers to post this notice at the workplace in a location where it can easily be read. M.G.L. Chapter 151, Section 16; 454 C.M.R. 27.07(1)

M.G.L. Chapter 151, Sections 1, 2, 2A, and 7 Eligible employees may use their sick leave if they or their child, spouse, parent, or spouse's parent is sick, injured, or has a routine medical Beginning January 1, 2023, the minimum wage in Massachusetts is appointment. They may also use sick leave for themselves or their child to **\$15/hour.** In Massachusetts, all workers are presumed to be employees. address the effects of domestic violence. The minimum wage applies to **all** employees, except: Unless it is an emergency, employees must notify the employer before • agricultural workers (\$8.00 per hour is the minimum wage for most using sick leave. agricultural workers),

Employees who miss more than 3 days in a row may need to provide their employer a doctor's note. • workers being trained in certain educational, nonprofit, or religious **Paid Sick Leave** Employers with 11 or more employees *must* provide paid sick leave. Employers

with fewer than 11 employees must provide sick leave; however, it does not M.G.L. Chapter 149, Section 152A: M.G.L. Chapter 151, Section 7 Beginning January 1, 2023, the service rate in Massachusetts is \$6.75/hour. The hourly "service rate" applies to workers who provide services to customers

Employers Must Not Discriminate M.G.L. Chapter 149, Section 105A; M.G.L. Chapter 151B, Section 4 Subject to certain limited exceptions, employers must not pay one The average hourly tips, plus the hourly service rate paid to the worker must employee less for doing the same or comparable work as another employee of a different gender. Employers, owners and employees with managerial or supervisory They must not discriminate in hiring, pay or other compensation, or other

terms of employment based on a person's: · Race or color · Sexual orientation or gender Religion, national origin, or ancestry identity or expression Sex (including pregnancy) Genetic information or disability

 Military service Small Necessities Leave M.G.L. Chapter 149, Section 52D In some cases, employees have the right to take up to 24 hours unpaid leave every 12 months for their:

 child's school activities. child's doctor or dentist appointment, or • elderly relative's doctor or dentist appointments, or other appointments.

Employees are eligible for this leave if the employer has at least 50 employees and the employee has: • been employed for at least 12 months by the employer and

· worked at least 1,250 hours for the employer during the previous 12-month period

vacation pay, promised holiday pay, and earned commissions that are definitely Hourly employees must be paid every week or every other week (bi-weekly). Most employees must be paid for 3 hours at no less than minimum wage if the The deadline to pay is 6 or 7 days after the pay period ends, depending on how employee is scheduled to work 3 or more hours, and reports to work on time, and is not given the expected hours of work. Employees who quit must be paid in full on the next regular payday or by the irst Saturday after they quit (if there is no regular payday). Employees who are

To learn about rights of temporary workers and employees hired through staffing agencies, call: 617-626-6970 or go to: www.mass.gov/dols. All employees must get a statement, at no cost, with their pay that says the **Rights of Domestic Workers** M.G.L. Chapter 149, Section 190 name of the employer and employee, the date of payment (month, day, and

year), the number of hours worked during the pay period, the hourly rate, and To learn about additional rights for workers who provide housekeeping, cleaning, childcare, cooking, home management, elder care, or similar services in a household, go to www.mass.gov/ago/DW. M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.05 An employer cannot deduct money from an employee's pay unless the law Public Works and Public Construction Workers M.G.L. Chapter 149, Section 26-27H

allows it (such as state and federal income taxes), or the employee asked for a Workers who work on public construction projects and certain other public deduction to be made for the employee's own benefit (such as to put money work must be paid the prevailing wage, a minimum rate set by the Department of Labor Standards based on the type of work performed. An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example: supplies, materials or tools needed for **Domestic Violence Leave** the employee's job). An employer who requires an employee to buy or rent a Employees who are victims, or whose family members are victims, of domestic

violence, sexual assault, stalking or kidnapping have the right to 15 days of The law also puts limits on when and how much money an employer leave for related needs, such as health care, counseling, and victims services; can take from an employee's pay for housing and meals the employer gives safe housing; care and custody of their children; and legal help, protective The leave can be paid or unpaid depending on the employer's policy. This law applies to employers with 50 or more employees.

Hours worked or "working time" includes all time that an employee must be on duty at the employer's worksite or other location, and works before or after the **Employees Have the Right to Sue** M.G.L. Chapter 149, Section 150; M.G.L. Chapter 151, Sections 1B and 20 M.G.L. Chapter 149, Sections 100 and 101 Employees have the right to sue their employer for most violations of wage

Most employees who work more than 6 hours must get a 30-minute meal break. During their meal break, employees must be free of all duties and free to Employees may sue as an individual or they may sue their employer as a group leave the workplace. If, at the request of the employer, an employee agrees to if they have similar complaints. Employees who win their case will receive back work or stay at the workplace during the meal break, the employee must get pay, triple damages, attorneys' fees, and court costs.

Important! There are strict deadlines for starting a lawsuit. For most cases, the deadline is 3 years after the violation. M.G.L. Chapter 151, Section 15 Payroll records must include the employee's name, address, job/occupation, **Employers Must Not Retaliate** M.G.L. Chapter 149, Section 148A; M.G.L. Chapter 151, Section 19 Employers must keep payroll records for 3 years. Employees have the right to

It is against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce the rights explained in this poster. M.G.L. Chapter 149, Section 148C The laws explained in this poster apply to all workers, regardless of immigration Most employees have the right to earn 1 hour of sick leave for every 30 hours status, including undocumented workers. If an employer reports or threatens they work, and they may earn and take up to 40 hours of sick leave a year. to report a worker to immigration authorities because the worker complained Employees begin accruing sick time on their first day of work. Employees must about a violation of rights, the employer can be prosecuted and/or subject

Employees Under 18 - Child Labor M.G.L. Chapter 149, Sections 56 – 105 All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors

Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers' work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. To learn more about

may work. They also say what kinds of work or tasks minors must NOT do.

getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols. **Time & Schedule Restrictions for Minors** Dangerous Jobs & Tasks Minors Must Not Do Must Not Age Must Not

16 & 17 • Drive most motor vehicles or forklifts • Handle, serve, or sell • Work at a job that requires that the alcoholic beverages • Work 30 or more feet off of employee have or use a firearm Use, clean or repair certain kinds of the ground power-driven machines

amount paid each pay period, and hours worked (each day and week).

see their own payroll records at reasonable times and places.

have access to their sick leave 90 days after starting work.

14 & 15 • Cook (except on electric or gas Work in freezers or meat coolers grills that do not have open flames), Perform any baking activities operate fryolators, rotisseries, NIECO Work in or near factories. construction sites, manufacturing • Operate, clean or repair power-driven plants, mechanized workplaces, garages, tunnels, or other risky food slicers, grinders, choppers, processors, cutters, and mixers workplaces Under 14 • Minors under 14 cannot work in Massachusetts in most cases.

These are just some examples of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division: (617) 727-3465 • www.mass.gov/ago/youthemployment. Or contact the U.S. Department of Labor: (617) 624-6700 • www.youth.dol.gov

16 & 17 At **night**, from 10 p.m. to 6 a.m. (or past 10:15 if the employer stops

• More than 48 hours per week serving customers at 10 p.m.) • More than **6 days** per week Exception: On non-school nights may work until 11:30 p.m. or until midnight, if working at a restaurant or racetrack. 14 & 15 At **night**, from 7 p.m. to 7 a.m. Exception: In summer (July 1 – Labor Day), may work until 9 p.m.

> **During the School Year:*** When school is not in session: During school hours • More than 8 hours on any day More than 3 hours on any school day • More than 40 hours per week • More than **18 hours** during any week • More than **6 days** per week • More than **8 hours** on any weekend

*Exception: For school-approved career or experience-building jobs, students may be allowed to work during the school day, up to 23 hours a week. Adult Supervision Required After 8 p.m. - After 8 p.m., all minors must be directly supervised by an adult who is located in the workplace and is reasonably accessible. Exception: Adult supervision is not required for minors working at a kiosk or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes.

? Contact the Attorney General's Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabor

FACT SHEET ON PARENTAL LEAVE

Massachusetts Commission Against Discrimination NOTICE: PARENTAL LEAVE IN MASSACHUSETTS Issued: May 17, 2023

Pursuant to M.G.L. C. 151B, § 4(11A) and C. 149, § 105d every employee and Both employees and domestic workers are entitled to return to the same or a Domestic worker is entitled as a matter of law to at least eight weeks. Similar position without loss of employment benefits for which they were ARENTAL LEAVE FOR THE PURPOSE OF GIVING BIRTH OR ADOPTION OF A CHILD. EMPLOYEES ARE ELIGIBLE IF THEY COMPLY WITH THE FOLLOWING CONDITIONS:

QUESTION, HAS BEEN EMPLOYED FULL TIME FOR AT LEAST THREE CONSECUTIVE GIVES TWO WEEKS' NOTICE OF THE ANTICIPATED DEPARTURE DATE AND NOTICE THAT THEY INTEND TO RETURN TO THE JOB, OR PROVIDE NOTICE AS SOON AS IS PRACTICABLE IF THE DELAY IS FOR REASONS BEYOND THE INDIVIDUAL'S CONTROL.

THE EMPLOYEE HAS COMPLETED AN INITIAL PROBATIONARY PERIOD SET BY THE EMPLOYER WHICH DOES NOT EXCEED THREE MONTHS OR, IN THE EVENT THE FMPLOYER DOES NOT LITTLE A PROBATIONARY PERIOD FOR THE POSITION IN

DOMESTIC WORKERS MUST PROVIDE TWO WEEKS' NOTICE BUT ARE NOT REQUIRED EXTENSION OF LEAVE THAT TAKING LONGER THAN EIGHT WEEKS OF LEAVE SHALL RESULT IN O BE FULL TIME OR COMPLETE AN INITIAL PROBATIONARY PERIOD.

ELIGIBLE ON THE DATE THE LEAVE COMMENCED, IF THEY TERMINATE PARENTAL LEAVE WITHIN EIGHT WEEKS. THE GUARANTEE OF A SAME OR SIMILAR POSITION IS SUBJECT TO CERTAIN

EXCEPTIONS SPECIFIED IN M.G.L. C. 149, § 105D. THE SAME TERMS AND CONDITIONS WHICH APPLY TO OTHER TEMPORARY MEDICAL DISABILITIES. ANY EMPLOYER POLICY OR COLLECTIVE BARGAINING AGREEMENT WHICH PROVIDES FOR GREATER OR ADDITIONAL BENEFITS THAN THOSE OUTLINED IN THIS NOTICE

THE DENIAL OF REINSTATEMENT OR THE LOSS OF OTHER RIGHTS AND BENEFITS.

IF THE EMPLOYER PROVIDES PARENTAL LEAVE FOR LONGER THAN EIGHT WEEKS. THE EMPLOYER SHALL NOT DENY THE EMPLOYEE OR DOMESTIC WORKER THE RIGHT TO RETURN TO WORK UNLESS THE EMPLOYER CLEARLY INFORMS THE EMPLOYEE OR DOMESTIC WORKER. IN WRITING, PRIOR TO THE COMMENCEMENT OF LEAVE AND PRIOR TO ANY SUBSEQUENT

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over CHILD LABOR An employee must be at least 16 years old to work in most non-farm

of Labor. Youths 14 and 15 years old may work outside school hours in various nonmanufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. **TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. **PUMP AT WORK** 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

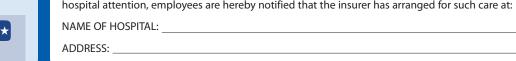
the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. 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

The law requires employers to display this poster where employees can penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. iobs and at least 18 to work in non-farm iobs declared hazardous by the Secretary

Certain 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

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. • 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.





MASSACHUSETTS & FEDERAL LABOR LAW POSTER UNEMPLOYMENT INSURANCE

THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Information on Employees' Unemployment Insurance Coverage

Employer Name Employer DUA ID #

Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits. If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for Unemployment Insurance Benefits, provided by the Massachusetts Department of Unemployment Assistance (DUA). You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

There are two ways to apply for UI Benefits: Apply by Using UI Online

UI Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, go to www.mass.gov/dua, and select UI Online for Claimants, and complete the required information to submit your application

area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code. You will be asked to enter your Social

Security Number and the year you were born. You will then be connected to an agent who will take the information

Apply by calling the TeleClaim Center Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from

necessary to file your claim. Note: During peak periods from Monday

If the last digit of your Social Security Number is:

Assigned day to call TeleClaims is: through Thursday, call scheduling may be implemented, providing priority for callers based on the last digit of Tuesday their Social Security Number. This 4, 5, 6 Wednesday helps ensure that you and others can get through to the TeleClaims Center 7, 8, 9 Thursday n a timely manner. Please check the Any last digit Friday schedule on the right before calling.

Questo documento contiene informazioni ເອກະສານສະບັບນີ້ ບັນຈຸຂໍ້ມູນອັນສຳຄັນ. 此文件含有重要信息 This document contains important information. Please have it translated importanti. La preghiamo di tradurlo 請立即找人翻譯 ກະລຸນາເອົາເອກະສານສະບັບນີ້ໄປແປອອກ inmediatamente. В данном документе содержится важная Este documento contém informações حتوي هذه الوثيقة على معلومات هامة. информация. Вам необходимо срочно importantes. Por favor, traduzi-lo

imediatamente.

mportante. Por favor, consiga una traducción Tanpri fè yon moun tradwi l touswit.

Docikman sa gen enfòmasyon enpòtan.

본 문서에는 중요한 정보가 포함되어

있습니다. 본 문서를 즉시 번역하도록

IMPORTANT Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer and the identification number assigned to the employer by the Department of Unemployment Assistance. An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

NO SMOKING NOTICE

сделать перевод документа.

Vui lòng dịch tài liệu này ngay.

Form 2553-A Rev. 10-6-15

Este documento contiene información

Tài liêu này có chứa thông tin quan trọng.

For hearing impaired relay services, call 711

NO SMOKING

ឯកសារនេះមាននូវព័ត៌មានដ៏សំខាន់ ។

importantes. Veuillez le faire traduire

សូមបកប្រែវាជាបន្ទាន់ ។

au plus tôt.

يرجى ترجمتها فورًا.

www.mass.gov/dua

It is illegal to smoke in this establishment. To report a violation, contact the

Massachusetts Department of Public Health at 1-800-992-1895 Massachusetts Smoke-Free Workplace Law By order of: M.G.L. Chapter 270, Section 22

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with Your tax credits? www.irs.gov/individuals on the IRS web site. employer did you... If you can answer "YES"... **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. To any of these questions or you owed extra tax

 Marry or divorce? Gain or lose a dependent Change your name? Were there major changes to.. Your nonwage income (interest, dividends, capital gains, etc.)?

 Your family wage incor started or ended a job)? Your itemized deductions

persistent in

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sex • rape

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• rape • as

• rape • as

jokes • pr

Please indicate where they can get forms and when you filed your last return, you may need to file a new form W-4. information on this subject. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Department of the Treasury Internal Revenue Service www.irs.gov

SEXUAL HARASSMENT ACT

requests for dates or sex • staring or leering at a person • ridicule or hostility • sexual ing personal questions • persistent invitations or requests for dates or sex • unwanted ure • staring or ons • unwanted **exual Harassment at work** ure • staring or

does not have to be tolerated it's illegal.

jokes • probing personal questions • unwanted touch • rape • assault • indecent exposure • staring or leer

You can file a Complaint of Discrimination with the

MA Commission Against Discrimination (MCAD) at

Boston Headquarters 1 Ashburton Place, Ste. 601, Boston, MA 02108 Phone: 617-994-6000 Fax: 617-994-6024

one of the following locations:

436 Dwight Street, Rm. 220, Springfield, MA 01103 Phone: 413-739-2145 Fax: 413-784-1056

immediately to your supervisor or contact: Sexual Harassment Officer assault • indecent exposure • staring or leering at obing personal questions • unwanted touching •

If you are being sexually harassed, report it

assault • indecent exposure • staring or leering at robing personal questions • unwanted touching • assault • indecent exposure • staring or leering at robing personal questions • unwanted touching • assault • indecent exposure • staring or leering at probing personal q probing personal assault • indecen obing personal

assault • indecent a person • ridicule or hostility • sexual innuendos • jokes • probing personal questions • unwanted touching •

DISCRIMINATION

FAIR EMPLOYMENT IN MASSACHUSETTS Applicants to and employees of private employers with 6 or more employees*, state and local governments, employment agencies and labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases:

RACE, COLOR, RELIGION, DISABILITY, NATIONAL ORIGIN, AGE, SEX, PREGNANCY AND PREGNANCY-RELATED CONDITIONS, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE M.G.L. c. 151B protects applicants and employees from discrimination promotion, discharge, compensation, benefits, training, classification in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment on the basis of race, color, religion, disability, national origin (including unlawful language person with a disability. proficiency requirements), age (if you are 40 years old or older), sex,

Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose an undue hardship. HARASSMENT Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. The law also prohibits harassment based on the

pregnancy or a condition related to pregnancy, gender identity,

sexual orientation, genetic information, ancestry, and military service.

protected classes set forth above. PREGNANCY The Pregnant Workers Fairness Act prohibits employment discrimination on the basis of pregnancy and pregnancyrelated conditions, such as lactation or the need to express breast milk for a nursing child, and describes employers' obligations to employees that are pregnant or lactating and the protections these employees PARENTAL LEAVE The law requires employers to grant an employee

who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 18, or adoption of a child under 23 years old if the child has a mental or physical disability. DISABILITY M.G.L. c. 151B prohibits discrimination the basis of disability, a record of disability or perceived disability, in hiring,

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

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

and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise gualified **RETALIATION** It is illegal to retaliate against any person because s/ he has opposed any discriminatory practices or because s/he has

Commission. It is also illegal to aid, abet, incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to do so. **DOMESTIC WORKERS** M.G.L. c. 151B prohibits discrimination and harassment against certain domestic workers where the employer has one (1) or more employee.* While some exclusions apply.domestic workers generally include individuals paid to perform work of a domestic nature within a household on a regular basis, such as housekeeping, housecleaning, nanny services, and/or caretaking. Employers are prohibited from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above, i.e. race, color, etc. Domestic workers are also entitled to parental leave. CRIMINAL HISTORY INQUIRIES The law prohibits employers from asking applicants on an initial employment application for any

criminal background information unless an exemption by statute or regulation exists. MENTAL HEALTH FACILITY ADMISSION INQUIRIES Employers may not refuse to hire or terminate an employee for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not

seek information about an applicant's admission to such a facility. IF YOU HAVE BEEN DISCRIMINATED AGAINST If you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the Massachusetts Commission Against Discrimination, www.mcad.gov, at one of the offices below. An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination.

Boston Office: 1 Ashburton Pl., Suite 601, Boston, MA 02108 – P: 617-994-6000 F: 617-994-6024 Springfield Office: 436 Dwight St., Room 220, Springfield, MA 01103 – P: 413-739-2145 F: 413-784-1056 For more information, please see our website: www.mass.gov/mcad/ Revised February 2023

EMPLOYEE POLYGRAPH PROTECTION ACT EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private or any collective bargaining agreement which is more restrictive with

employers from using lie detector tests either for pre-employment respect to lie detector tests. screening or during the course of employment. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject o numerous strict standards concerning the conduct and length of the **PROHIBITIONS** Employers are generally prohibited from requiring or test. Examinees have a number of specific rights, including the right to a requesting any employee or job applicant to take a lie detector test, and from written notice before testing, the right to refuse or discontinue a test, and discharging, disciplining, or discriminating against an employee or prospective the right not to have test results disclosed to unauthorized persons. employee for refusing to take a test or for exercising other rights under the Act **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain **EXEMPTIONS** Federal, State and local governments are not affected by the violations and assess civil penalties against violators. Employees or job law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** pharmaceutical manufacturers, distributors and dispensers. The Act also

WORKERS' COMPENSATION





NOTICE TO EMPLOYEES

1-866-487-9243

≅WH★

The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111 • (617) 727-4900 • www.mass.gov/dia As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with: NAME OF INSURANCE COMPANY:

ADDRESS OF INSURANCE COMPANY: **EFFECTIVE DATES:** NAME OF INSURANCE AGENT: PHONE #: ADDRESS: EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY):

The above-named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and

reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act. The employee may select his or

her own physician. The reasonable and necessary costs of the services provided by the treating physician will be paid by the insurer if the

treatment is connected to the work-related injury. The above-named insurer has a preferred provider arrangement, in the cases requiring

TO BE POSTED BY EMPLOYER

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

Vhat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees Eligible 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 Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered ervicemember with a serious injury or illness <u>may</u> take up to 26 workweeks of FMLA leave in a single 12-month period to care for the serviceme You 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 leave if your employer's paid leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if all of the following

You work for a covered employer, You have worked 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. Airline flight crew employees have different "hours of service" requirements. You 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

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. low do I request FMLA leave? Generally, to request FMLA leave you must Follow your employer's normal policies for requesting leave. Give notice at least 30 days before your need for FMLA leave, or

20 workweeks in the current or previous calendar year,

application for benefits.

as of the date of leave.

Revised 10/2023

HOW IS IT EARNED?

up to 40 hours.

WHEN CAN IT BE USED?

notice of a proper use.

employee being disciplined.

service in the uniformed service and:

using earned sick time 90 days after starting work.

to address the effects of domestic violence.

CAN AN EMPLOYER HAVE A DIFFERENT POLICY?

If an employer has 11 or more employees, sick time must be paid.

• For employers with 10 or fewer employees, sick time may be unpaid.

The smallest amount of sick time an employee can take is one hour.

Yes. Employers may have their own sick leave or paid time off policy, so long as

employees can use at least the same amount of time, for the same reasons, and

with the same job-protections as under the Earned Sick Time Law.

Publication 213 (Rev. 8-2009)

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No Retaliation or Discrimination

Job Protection

You work for an elementary or public or private secondary school, or

You do <u>not</u> 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 ved for the same reason when requesting additional leave Your **employer** may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain 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 Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave. Your **employer** <u>cannot</u> 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, your 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

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 OR code to learn

about our WHD

SCAN ME

WAGE AND HOUR DIVISION

complaint process f advance notice is not possible, give notice as soon as possible. MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE

Notice of Benefits Available Under M.G.L. Chapter 175M Paid Family and Medical Leave (PFML)

Covered individuals may be entitled to family and medical leave for the following reasons: up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work. up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with

a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces. up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition. Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

To fund PFML benefits, employers may deduct payroll contributions of up to 0.46% (adjusted annually) from a covered individual's wages or other earnings. A

covered individual's average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to \$1,149.90 (adjusted annually).

Who is a Covered Individual Under the Law? Generally, a worker qualifies as a covered individual eligible for PFML benefits if they are: covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and has earned at least 30 times the expected benefit and at least \$6,300 (adjusted annually) in the last four completed quarters preceding the

Health Insurance

Generally, an employee who has taken paid family or medical leave must be Employers must provide for, contribute to, or otherwise maintain the restored to the employee's previous position or to an equal position, with the employee's employment-related health insurance benefits, if any, at the same status, pay, employment benefits, length-of-service credit, and seniority level and under the conditions coverage would have been provided if the employee had continued working continuously for the duration of such leave. These job protections do not apply to former employees, independent contractors,

Private Plans If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan.

Private plan is for: Medical Family Both City, State & Zip Code:

• It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law. An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of as much as three times his or her lost wages. If you have questions or concerns about your PFML rights, call:

> (833) 344-7365 or visit: https://www.mass.gov/DFML This notice must be posted in a conspicuous place on the employer's premises. **EARNED SICK TIME**

Notice of Employee Rights Beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work. WHO QUALIFIES? All employees in Massachusetts can earn sick time. This includes full-time, part-time, temporary, and seasonal employees. • Employees using earned sick time cannot be fired or otherwise retaliated

against for exercising or attempting to exercise rights under the law. • Employees earn 1 hour of sick time for every 30 hours they work. • Examples of retaliation include: denying use or delaying payment of earned • Employees can earn and use up to 40 hours per year if they work enough sick time, firing an employee, taking away work hours, or giving the employee undesirable assignments. Employees with unused earned sick time at the end of the year can **rollover** NOTICE & VERIFICATION • Employees must **notify** their employer before they use sick time, except in Employees begin earning sick time on their first day of work and may begin

• Employers may require employees to use a reasonable notification system the employer creates • If an employee is out of work for 3 consecutive days **OR** uses sick time within 2 weeks of leaving his or her job, an employer may require documentation Paid sick time must be paid on the same schedule and at the same rate as from a medical provider. **DO YOU HAVE QUESTIONS?**

Call the Fair Labor Division at 617-727-3465 An employee can use sick time when the employee or the employee's child, Visit www.mass.gov/ago/earnedsicktime spouse, parent, or parent of a spouse is sick, has a medical appointment, or The Attorney General enforces the Earned Sick Time Law and regulations • Sick time cannot be used as an excuse to be late for work without advance It is unlawful to violate any provision of the Earned Sick Time Law. Violations of any provision of the Earned Sick time law, M.G.L. c. 149, § 148C, or Use of sick time for other purposes is not allowed and may result in an

these regulations, 940 CMR 33.00 shall be subject Office of the Attorney General to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, §27C(b) and to § 150. English - July 2016

Medical Leave

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT YOUR RIGHTS UNDER USERRA

You have the right to be reemployed in your civilian job if you leave that job to perform • If you leave your job to perform military service, you have the right to elect to continue

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA 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 employers 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 five years or less of cumulative service in the uniformed services while with that particular employe you return to work or apply for reemployment in a timely manner after conclusion of you have not been separated from service with a disqualifying discharge or under other than honorable conditions. 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,

GHT TO BE FREE FROM DISCRIMINATION AND RETAILIATION employment; • promotion; or • any benefit of employment, because of this status.

f you: • are a past or present member of the uniformed service; • have applied for nembership in the uniformed service; or • are obligated to serve in the uniformed service; hen an employer may not deny you: • initial employment; • reemployment; • retention 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

requirement by displaying the text of this notice where they customarily place notices for employees.

your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • 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. ENFORCEMENT The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations 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 https://www.dol.gov/agencies/vets/. n interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/

This notice is intended to inform

Full text of the law and regulations are available at www.mass.gov/ago/earnedsicktime

your case be referred to the Department of Justice or the Office of Special Counsel, as applicable for representation • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. 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 notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

 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.

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) 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 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.

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.

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

 Post OSHA citations at or near the place of the alleged violations.

to small and medium-sized employers, without citation or penalty, through OSHA-



Employers must: Provide employees a workplace free from

Comply with all applicable OSHA

in a language and vocabulary they can understand.

 Prominently display this poster in the workplace.

On-Site Consultation services are available

supported consultation programs in every state.

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

MA-0124-F04

filed a complaint, testified, or assisted in any proceeding before the All workers have the right to: A safe workplace.

Request a confidential OSHA inspection

Participate (or have your representative

elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that

Office of Special Counsel