



**This poster is a summary of Washington State workplace rights. For complete information on these workplace rights and others:**

- Go online to [www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov)
- Call or visit the Department of Labor & Industries (L&I) office nearest you
- For L&I locations, go to [www.Offices.Lni.wa.gov](http://www.Offices.Lni.wa.gov)
- Call us toll-free 1-866-219-7321
- E-mail to: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

## Wage and Hour Laws

### Workers must be paid the Washington minimum wage

Workers in all industries who are 16 years of age or older must be paid at least the minimum wage for all hours worked. Workers who are 14 or 15 may be paid 85% of the minimum wage.

To find out the current minimum wage, contact L&I (see above). Tips cannot be counted as part of the minimum wage.

### Overtime pay is due when working more than 40 hours

You must be paid one and one-half times your regular rate of pay for all hours worked over 40 in a fixed seven-day workweek that is designated by your employer. Agricultural workers are generally exempt from overtime.

### There are a few exceptions to minimum wage and overtime laws

A few occupations are not covered by minimum wage or overtime requirements under limited circumstances. See [www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov) and click on "Minimum Wage" or "Overtime & Exemptions."

Unless you are exempt, you cannot waive the right to minimum wage or overtime pay.

### Workers need meal and rest breaks

Most workers are entitled to a 30-minute meal period if working more than five hours in a day. If you must remain on duty or work during your meal period, you must be paid for the 30 minutes.

Most workers are entitled to a 10-minute paid rest break no later than the end of the third hour. Your employer may schedule the break or allow "mini" breaks, such as two five-minute rest breaks. Agricultural workers must have a 10-minute paid rest break within each four-hour period of work.

If you are under 18, check out the **Teen Corner** to see break requirements.

### Your employer must schedule a regular payday

You must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken.

### You must agree to deductions from pay

Your employer may deduct from your wages when required by state or federal law and for certain other deductions under an agreement between you and your employer. For complete information, go to [www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov) and click on "Pay Requirements."

### Human trafficking is against the law

For victim assistance, call the National Human Trafficking Resource Center at 1-888-3737-888, or the Washington State Office of Crime Victims Advocacy at 1-800-822-1067.

## Family Care and Family Leave Laws

To learn more, go to [www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov) and click on "Leave & Benefits"

### The Washington Family Care Act allows use of paid leave to care for sick family

If you work for an employer with a paid-leave policy (sick, vacation, certain employer-provided short-term disability plans, or other paid time off), you are allowed to use your choice of paid leave to care for sick family. Family includes:

- Children under age 18 with a health condition that requires supervision or treatment.
- Spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious or emergency health condition.
- Adult son or daughter incapable of self-care due to a disability.

### The federal Family and Medical Leave Act (FMLA) provides leave

The federal FMLA requires covered employers to provide up to 12 weeks of unpaid job-protected leave every 12 months to "eligible" employees for certain family and medical reasons. Employees are eligible if they:

- Worked for their employer for at least 1,250 hours over the previous 12 months; and
- The company has at least 50 employees within 75 miles.

For more information, contact the U.S. Department of Labor at 1-866-487-9243 or visit [www.dol.gov/esa/whd/fmla/](http://www.dol.gov/esa/whd/fmla/).

### The Washington Family Leave Act covers pregnancy disability

Women who qualify for leave under the federal FMLA (above) may also be entitled to additional leave for sickness or disability due to pregnancy. Registered domestic partners who meet the requirements for FMLA (above) are eligible for up to 12 weeks of state family leave for certain family medical reasons.

### Pregnancy-related disability is protected from discrimination

A woman with a pregnancy-related disability is entitled to time off and job protection if she works for an employer with eight or more employees. Her health-care provider determines the amount of time off needed. For more information, contact the Washington State Human Rights Commission at [www.hum.wa.gov](http://www.hum.wa.gov) or call 1-800-233-3247.

### Victims of domestic violence, sexual assault or stalking may take leave

Victims and their family members are allowed to take reasonable leave from work for legal or law-enforcement assistance, medical treatment or counseling.

### Military spouses may take leave for deployment

Spouses or registered domestic partners of military personnel who receive notice to deploy or who are on leave from deployment during times of military conflict may take a total of 15 days unpaid leave per deployment.

*Your employer may not fire you or retaliate against you for using your leave for these reasons or for filing a complaint alleging a violation of these leave laws.*

### Contact L&I if you have a complaint

If you believe your rights have been denied, you may file a Worker Rights Complaint. Contact any L&I office to get a form or print it at [www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov).

## Teen Corner (information for teens age 14-17)

- The minimum age for work is generally 14, with different rules for ages 16-17 and for ages 14-15.
- Employers must get a minor work permit in order to employ teens, including family members.
- Teens don't need a work permit; however, parents must sign the parent/school permission form provided by the employer. If you work during the school year, a school official must sign too.
- Many jobs are not allowed for anyone under 18 because they are not safe.
- Work hours are limited for teens; more restrictions apply during school weeks.
- If you are injured on the job, ask your health-care provider to help you file a claim for medical benefits.

### Meal and rest breaks for teens

- In agriculture, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four hours worked.
- In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three hours. Teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid break for every two hours worked.

### You can learn more about teen safety, work hours and prohibited jobs:

- Online [www.TeenWorkers.Lni.wa.gov](http://www.TeenWorkers.Lni.wa.gov).
- Call or visit any L&I office or call toll free: 1-866-219-7321.
- E-mail a question to [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov).



Washington State Department of  
**Labor & Industries**  
Division of Occupational Safety and Health

# Job Safety and Health Law

## It's the law!

Employers must post this notice where employees can read it.

The Washington Industrial Safety and Health Act (WISHA) protects the safety and health of employees on the job in Washington State (Chapter 49.17 RCW). Employers and employees: You should read this entire notice to understand your rights and responsibilities.

- The Washington State Department of Labor & Industries (L&I), Division of Occupational Safety and Health (DOSHI), administers WISHA and:
  - Inspects workplaces to identify hazards and improve safety.
  - Investigates complaints of unsafe workplaces.
  - Provides free on-site consultations to help employers identify and fix hazards.
  - Offers education and training to promote safer workplaces.

### Contact us

This poster describes important parts of the law. Please contact us if you have questions about your rights or responsibilities.

**Call:** 1-800-423-7233  
**Web site:** [www.lni.wa.gov/Safety](http://www.lni.wa.gov/Safety)  
**Mail:** Division of Occupational Safety and Health  
Department of Labor & Industries  
P O Box 44600  
Olympia, WA 98504-4600

### Other workplace posters from L&I

- Your Rights as a Worker (required)
- Notice to Employees (required)
- Washington Minimum Wage (recommended)



## Employers – You have a legal obligation to protect employees on the job

Employers must provide workplaces free from recognized hazards that could cause employees serious harm or death.

### Actions you must take

- Comply with all workplace safety and health rules that apply to your business.
- Post this notice to inform your employees of their rights and responsibilities.
- Provide personal protective equipment and advise employees if they have been or will be exposed to hazards.
- Allow an employee representative to participate in an L&I safety/health inspection, without loss of wages or benefits. The L&I inspector may talk with a number of employees.

**Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or opening or closing conference is illegal.**

### Citations and penalties

L&I will issue a citation if the inspector identifies violations of workplace safety and health rules. The citation will include a date for correcting them.

You must prominently display the citation at or near the place of the violation for a minimum of three days. You cannot remove it until you correct the violation.

L&I can fine you for failing to comply with workplace safety and health requirements:

- Up to \$7,000 for each serious or general violation.
- Up to \$70,000 for willful or repeat violations.
- Up to \$7,000 per day for each violation not corrected by the due date.

The law also provides for criminal penalties under certain conditions.

### Appeals

You may appeal any citation, penalty or hazard correction data.

You must allow an employee representative to attend all meetings between you and L&I if you appeal a citation.

The U.S. Department of Labor monitors the workplace safety and health program in Washington State and other states that operate under state statutes and regulations. If you have a complaint about the administration of Washington State's program, write to: Occupational Safety and Health Administration Region 10, 1111-3rd Ave., Suite 715, Seattle, WA 98101-8272.



## Employees – You have a right to a safe and healthy workplace

Your employer must protect you from hazards you encounter on the job, tell you about them and provide training.

### You have the right to:

- Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.
- Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.

- File a complaint with L&I within 30 days if you believe your employer fired you, or retaliated or discriminated against you because you filed a safety complaint, participated in an inspection or other safety-related activity, or exercised any of your rights under WISHA.
- Appeal a violation correction date if you believe the time allowed on the citation is not reasonable.

**The law requires you to follow workplace safety and health rules that apply to your own actions and conduct on the job.**

### Fatality or hospitalization

Employers: If a work-related death or probable death occurs, you must notify L&I within eight hours. Or, if an incident at work causes one or more of your workers to be hospitalized overnight, you must notify L&I within eight hours of the time the event is reported to you or an agent in your employ.

- Employer contact person and phone number.
- Name, address and location of the workplace.
- Date and time of the incident
- Number of fatalities or hospitalized employees.
- Names of the employees.
- Brief description of what happened.

**+** **Where to report**

- Any local L&I office or
- 1-800-423-7233

Other forms for persons with disabilities are available on request. Call 1-800-557-6367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.



**Employer:** This is your official industrial insurance poster. You are required by law to post it.

## If a job injury occurs...

Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured on the job or develop an occupational disease, you are entitled to workers' compensation benefits.

### Benefits include:

**Medical care.** Medical expenses resulting from your workplace injury or disease will be paid by the workers' compensation program.

**Disability income.** If your work-related medical condition prevents you from working, you may be eligible for benefits to partially replace your wages.

**Vocational assistance.** Under certain conditions, you may be eligible for help in returning to work.

**Partial disability benefits.** You may be eligible for a monetary award to compensate for the loss of body functions.

**Pensions.** Injuries that permanently keep you from returning to work may qualify you for a disability pension.

**Death benefits for survivors.** If a worker dies, the surviving spouse and/or dependents may receive a pension.

## Important

Every worker is entitled to workers' compensation benefits. You cannot be penalized or discriminated against for filing a claim. For more information, call toll-free 1-800-547-8367.

### Other L&I workplace posters:

- Job Safety and Health Law (required)
- Your Rights as a Worker (required)
- Washington Minimum Wage (recommended)

**On the Web:** [www.Lni.wa.gov](http://www.Lni.wa.gov)

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

## What you should do...

**Report your injury.** If you are injured, no matter how minor the injury seems, contact the person listed on this poster.

**Get medical care.** You may choose any health-care provider who is qualified to treat your injury. Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

**Tell your health-care provider that your injury or condition is work related.** Your health-care provider will complete a *Report of Industrial Injury or Occupational Disease* form and send it in. This is the first step in filing your workers' compensation (industrial insurance) claim.

**File your claim within set time frames.** For an on-the-job injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, you must file a claim and L&I must receive it within two years following the date you are advised by a health-care provider in writing that your condition is work related.

## Report your injury to:

Your SUPERVISOR

(Your employer fills in this space.)

### Helpful phone numbers:

Ambulance	911
Fire	911
Police	911

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20

# EMPLOYEE RIGHTS

## EMPLOYEE POLYGRAPH PROTECTION ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.**

### PROHIBITIONS

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

### EXEMPTIONS

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

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

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

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

### EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

### ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000 against violators. Employees or job 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.**



For additional information:

**1-866-4-USWAGE**   
(1-866-487-9243) TTY: 1-877-889-5627 U.S. Wage and Hour Division



**WWW.WAGEHOUR.DOL.GOV**

Scan your QR phone reader to learn more about the Employee Polygraph Protection Act.

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

WHD 1462

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## FEDERAL MINIMUM WAGE

**\$7.25** PER HOUR

BEGINNING JULY 24, 2009

**OVERTIME PAY** At least  $1\frac{1}{2}$  times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

**No more than**

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

**TIP CREDIT** Employers of "tipped employees" must pay 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. Certain other conditions must also be met.

**ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

### ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- 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.

For additional information:



**1-866-4-USWAGE**

(1-866-487-9243)

TTY: 1-877-889-5627



**WWW.WAGEHOUR.DOL.GOV**

# You Have a Right to a Safe and Healthful Workplace.

# IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.



The *Occupational Safety and Health Act of 1970 (OSH Act)*, P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the *OSH Act*. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or products, visit our website at [www.osha.gov](http://www.osha.gov) or call 1-800-321-OSHA or your nearest OSHA office:

Atlanta (404) 562-2300  
Denver (303) 844-1600  
San Francisco (415) 975-4310

Boston (617) 565-9860  
Kansas City (816) 428-5861  
Seattle (206) 553-5930

Chicago (312) 353-2220  
New York (212) 337-2378  
Teletypewriter (TTY) 1-877-889-5627

Dallas (214) 767-4731  
Philadelphia (215) 861-4900

If you work in a state operating under an OSHA-approved plan, your employer must post the required state equivalent of this poster.

# 1-800-321-OSHA



Occupational Safety  
and Health Administration

[www.osha.gov](http://www.osha.gov)

U.S. Department of Labor

OSHA 3165-09R

# “EEO is the Law” Poster Supplement

## Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations revisions

*The Disability section is revised as follows:*

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

*The following section is added:*

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

*The EEOC contact information is revised as follows:*

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

## Employers Holding Federal Contracts or Subcontracts section revisions

*The Individuals with Disabilities section is revised as follows:*

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

*The Vietnam Era, Special Disabled Veterans section is revised as follows:*

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

*The following section is added:*

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

*The OFCCP contact information is revised as follows:*

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

*Mandatory Supplement to EEOC 9/02 and OFCCP 8/08 “EEO is the Law” Posters*



# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected.

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately.

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

## Programs or Activities Receiving Federal Financial Assistance

### **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.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# Job Safety and Health Protection

The Washington Industrial Safety and Health Act (WISHA) — Chapter 49.17 Revised Code of Washington — provides job safety and health protection for Washington employees. The Department of Labor and Industries administers the law and adopts job safety and health regulations. All employers and employees are required to comply with these regulations. Department representatives conduct workplace inspections and investigations to ensure compliance with safety and health regulations.

**This poster describes some important parts of the law.**

## Employers are required to:

Provide job sites that are free from recognized hazards that may cause death or serious harm to employees.

Comply with occupational safety and health regulations administered under WISHA.

Post this and other notices to keep employees informed of their protection and obligations under WISHA.

Notify the Department of Labor and Industries within eight (8) hours of any fatality or probable fatality or catastrophe — an injury or illness that results in two or more workers being hospitalized. The employer must report the following information in person or by telephone to the nearest department office or use the Occupational Safety and Health Administration toll-free central number 1-800-321-6742:

- Name of employer.
- Location and time of the incident.
- Number of fatalities or hospitalized employees.
- Contact person and his/her phone number.
- A brief description of the incident.

Allow an employee representative to attend all meetings between the Department of Labor and Industries and the employer concerning an appeal of a citation by the employer.

Allow an employee representative to accompany the department representative and the employer during an inspection or investigation of the workplace. Employers cannot withhold wages or benefits or discriminate against the employee for time spent participating in the inspection, investigation, or opening and closing conferences.

Provide personal protective equipment when required by a WISHA regulation.

Promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents at levels that exceed those allowed by WISHA regulations.

## Employees are required to:

Comply with occupational safety and health regulations that apply to their own actions and conduct on the job.

## Inspections and investigations:

Employer and employee representatives may accompany a department inspector to assist with an inspection or investigation. If an employee representative does not participate, the inspector will consult with a number of employees about safety and health conditions in the workplace.

## Complaints:

Employer and employee representatives who believe that an unsafe or unhealthy condition exists in their workplace have the right to request an inspection by the Department of Labor and Industries. The names of those filing complaints will be kept confidential upon the request of the employee. Employees also have the right to bring unsafe or unhealthy conditions to the attention of the inspector during an investigation or inspection.

Employees may not be fired or discriminated against for filing safety and health complaints or for exercising any of their rights under WISHA.

Employees who believe they have been discriminated against may file a complaint with the department or with the U.S. Department of Labor, Occupational Safety and Health Administration within 30 days of the alleged discrimination. Public employees may file discrimination complaints with the Department of Labor and Industries only.

The U.S. Department of Labor monitors the operation of the WISHA program to assure effective administration. Any

person may make a written complaint regarding the administration of state regulations directly to the Occupational Safety and Health Administration, Region 10, 1111-3rd Avenue, Suite 715, Seattle, WA 98101-3212.

## Citations:

If, upon inspection the department believes a WISHA regulation has been violated, a citation alleging such violation will be issued to the employer. Citations will specify a time period allowed for correcting the violation.

The WISHA citation must be prominently displayed at or near the place of the alleged violation for a minimum of three days. It cannot be taken down until the violation is corrected.

## Penalties:

Penalties of up to \$70,000 may be assessed for each willful or repeated violation of a WISHA regulation, and a minimum penalty of \$5,000 shall be assessed for each willful violation. Employers may be fined up to \$7,000 for each serious or non-serious violation. Penalties up to \$7,000 will be assessed for failure to post this or any other required notices.

Penalties of up to \$7,000 per day may be assessed for failure to correct a violation by the allowed time specified in the citation.

Criminal penalties are also provided for under WISHA. Any person who is convicted of giving advance notice of an inspection without the authority of the department may be fined up to \$1,000 and imprisoned for up to six months. A person convicted of knowingly making a false statement or report in regard to WISHA may be fined up to \$10,000 and imprisoned for up to six months.

An employer convicted of a willful or repeated violation that results in the death of an employee may be fined up to \$10,000 and imprisoned for up to six months. A second conviction doubles these penalties.

## Appeals:

Employers may appeal the alleged citation, the proposed penalties or the time allowed to correct a violation to the department and to the Board of Industrial Insurance Appeals.

Employees may appeal the time allowed to correct a violation if they believe that time to be unreasonable.

## Consultation services:

The department offers free consultations to help employers comply with safety and health regulations. Specialists can help correct hazardous conditions and develop safety and health programs. These specialists do not issue citations or assign penalties. The consultation will remain confidential unless the employer wishes to make it public.

Department employees are also available to conduct seminars and training on occupational safety and health for both employer and employee groups.

## More information:

To request an inspection, consultation or additional information, call the safety and health toll-free information number:

**1-800-423-7233**

or contact:

**Department of Labor and Industries  
WISHA Services Division  
PO Box 44600  
Olympia WA 98504-4600**



Labor and Industries is an Equal Opportunity and Affirmative Action employer. The department complies with all federal rules and regulations and shall not discriminate on the basis of race, color, national origin, sex, creed, marital status, sexual orientation, age, disabled or Vietnam-era veterans, religion or disability as defined by applicable state and/or federal regulations or statutes. If you have special communication or accommodation needs, please contact the Department of Labor and Industries, WISHA Services Division, PO Box 44600, Olympia WA 98504-4600 or telephone 1-800-4-BE-SAFE (1-800-423-7233).



State of Washington  
**Department of  
Labor and Industries**

# Job Safety and Health It's the law!

**OSHA**<sup>®</sup>  
Occupational Safety  
and Health Administration  
U.S. Department of Labor

## EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

## EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the *OSH Act*.

This free poster available from OSHA –  
*The Best Resource for Safety and Health*



Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

**1-800-321-OSHA (6742)**

[www.osha.gov](http://www.osha.gov)

OSHA 3192-02 2022



# EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

## Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)



# NOTICE TO EMPLOYEES

Employer: This is your official industrial insurance poster. You are required by law to post this notice.

## If a job injury occurs...

*Your employer is insured through the Department of Labor and Industries' workers' compensation benefit program. If you become injured on the job or suffer from an occupational disease, you are entitled to workers' compensation benefits.*

*Benefits include:*

**Medical care.** Medical expenses arising from your workplace injury or disease will be paid by the workers' compensation benefits program.

**Disability income.** If you can't work because of your injury or occupational disease, you may be eligible for wage-replacement benefits.

**Vocational assistance.** Under certain conditions, you may be eligible for help in returning to work.

**Partial disability benefits.** You may be eligible for a monetary award to compensate for the loss of body functions.

**Pensions.** Injuries that permanently keep you from returning to work may qualify you for a disability pension.

**Death benefits for survivors.** If a worker dies, the surviving spouse or dependents may receive a pension.

## In case of injury...

**Report your injury.** If you are injured, no matter how minor the injury seems, contact the person listed to the right.

**Get medical care.** You have the right to go to the doctor of your choice. Medical bills that arise from a workplace injury or occupational disease will be paid by the workers' compensation benefits program.

**Tell your doctor the injury or your condition is work-related.** Your doctor will complete a Report of Industrial Injury or Occupational Disease form and send it in. This is the first step in filing your industrial insurance claim.

**File your claim within set time frames.** For an on-the-job injury, you must file a claim and Labor and Industries must receive it within *one year* after the date the injury occurred. For an occupational disease, you must file a claim and Labor and Industries must receive it within *two years* following the date you are advised by a doctor in writing that your condition is work-related.

**Report your injury to:**

\_\_\_\_\_  
(Employer fills in this space)

**Helpful phone numbers:**

\_\_\_\_\_  
Ambulance

\_\_\_\_\_  
Police

\_\_\_\_\_  
Fire

### IMPORTANT:

Every worker is entitled to workers' compensation benefits. You cannot be penalized or discriminated against for filing a claim. For more information, call toll-free 1-800-831-5227. TDD customers may phone (360) 902-5797.

Department of  
LABOR AND  
INDUSTRIES



# Understanding changes in working conditions



KNOW YOUR RIGHTS

One of the protections offered by collective bargaining law is the right to bargain changes in working conditions. Collective bargaining law requires employers to bargain in good faith with the union and is written into the Revised Code of Washington, under article 41.80.

It is reasonable to expect some changes in the workplace during the contract period. But if those changes affect wages, hours, or working conditions (known as **mandatory subjects**), the employer is

## Example

This winter, employees at a community college returned to find a break room gone. Facilities had converted it into a prep room for a lab class. When employees notified their shop steward, she quickly investigated the situation. She found that neither the union nor Human Resources were aware of the change in working conditions.

The steward called her staff representative, and together they informed HR that the union could file an Unfair Labor Practice charge over the change and lack of notification.

required to notify the union in advance. It is not enough to notify employees/members and it is unlawful to notify the union after the change has occurred.

There are times when the employer makes a change without notifying the union, and it can be difficult for employees to know what changes should be bargained. If you notice a change at your working conditions, contact your shop steward or staff representative as soon as possible.

As a result, the college is building a new break room, downstairs from the old one. They identified an underused office space and are putting in furniture and appliances for a new break room.

If members hadn't notified a steward or staff rep about this change in conditions, they probably would have lost a break room. It's important to let your representative know about changes, in case they can be bargained.

## Examples of mandatory subjects include:

- Dress codes
- Drug/alcohol testing
- Elimination of positions
- Employee privileges (right to listen to radio, receive phone calls, smoke, etc.)
- Layoffs for economic reasons
- Meal or coffee break rules
- Outside employment rules
- Parking rules
- Pay check procedures
- Production quotas
- Safety and health rules
- Smoking rules
- Subcontracting decisions (not including decisions based on a change in the scope or direction of the enterprise)
- Tardiness rules
- Work schedules



# HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

## 1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

## 2. HIDE OUT

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

## 3. TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS  
SAFE TO DO SO**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



Contact your building management or human resources department for more information and training on active shooter response in your workplace.



## **WARNING - ASBESTOS HAZARD**

Asbestos is a known health hazard and can cause lung cancer from inhaling fibers. Do not alter or disturb or create dust from areas marked in GREEN. These are known and presumed asbestos locations.

Any repair to piping insulation has to be done by a Certified Asbestos Worker - Class III or above.

Minor cleanup (less than 1 square foot) of loose asbestos particles can be done by a Certified Asbestos Worker - Class 4 or above. (Housekeeping ruling)

Special HEPA vacuum and HEPA respirator is required; no sweeping allowed.

The complete OSHA regulation and more detailed Asbestos Survey information for this building are located in Facilities, Bldg. 24.  
Contact person: Pete Babington - Director of Facilities.  
Phone: (206) 878-3710, ext. 3260