MINIMUM WAGES

FRINGE BENEFITS

OVERTIME PAY

SAFETY & HEALTH

ENFORCEMENT

www.osha.gov.

contracts do not require fringe benefits

dangerous to employees' health and safety.

OSHA (1-800-321-6742), or visit its Web site at

complaint or obtain information for:

Web site at www.wagehour.dol.gov

covered contract is not permitted

which covered work is performed.

Safety and Health Administration.

Wage and Hour Division

Minimum Wage —

Child Labor —

1-866-487-9243), or visit its

There are some exceptions.

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact
- OSHA on your behalf. Participate (or have your representative) participate) in an OSHA inspection and
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

speak in private to the inspector.

- 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.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and mediumsized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



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

Family Medical Leave Act

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligibl imployees with iob-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 condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military njury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the 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 ovided 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 ou are an eligible employee if all of the following apply You work for a covered employer, You have worked for your employer at least 12 months,
You have 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. You work for a covered employer if one of the following applies

 You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must

 Follow your employer's normal policies for requesting leave If advance notice is not possible, give notice as soon as possible can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA

may request certification from a health care provider to verify medical leave and may request certification of a 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 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

tinue your group health plan coverage while you are on leave on the same basis as if you had not taken • 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 cannot interfere with your FMLA rights or threaten or punish you for exercising your rights und he law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a 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

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

code to learn about our WHD complaint process For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

Federal Minimum Wage EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

\$7.25 PER HOUR BEGINNING JULY 24, 2009 mployers to display this poster where employee Inless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Revisions included increases to the standard salary level nd the highly compensated employee total annual compensation threshold, and a mechanism for updating these earnings esholds to reflect current earnings data. On November 15, 2024, the U.S. District Court for the Eastern District of Texas vacated the Department's 2024 final rule. Consequently, with regard to enforcement, the Department is applying the 2019 rule's minimum salary level of \$684 per week and total annual compensation requirement for highly compensated employees of \$107,432 per year. Lawsuits regarding the 2024 final rule are currently pending in two other federal district courts, and the United States has filed a notice of appeal from the November 15 decision. The Department will update this notice with additional information as it becomes available

eclared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various on-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural 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. NURSING MOTHERS (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 ovide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public

wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for 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

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

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

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum. wage under special certificates issued by the Department of Labor.

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd
WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR
Updated 11/24

WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor - Employment Standards Administration - Wage and Hour Division

During the period that covered work is being performed on a contract subject to the act, th contractor must post copies of Notice to Employees Working on Government Contracts in a sufficient number of places to permit employees to observe a copy on the way to or from Responsibility for Secondary Contractors — Prime contractors are liable for violations of the act committed by their covered secondary

Service Contract Act

year to confirm if you are in compliance.

Walsh-Healey Public Contracts

General Provisions -The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless a specific exemption applies. Wages and Fringe Benefits —

Every service employee performing any of the Government contract work under a service contract in excess of \$2,500 must be paid not less than the monetary wages, and must be furnished the fringe benefits, which the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fringe benefits (including any accrued or prospective wage rates and fringe benefits) contained in a predecessor contractor's collective bargaining agreement. The wage rates and fringe benefits required are usually specified in the contract but in no case may employees doing work necessary for the performance of the contract be paid less than the minimum wage established in section 6(a)(1) of the Fair Labor Standards Act. Service contracts which do not exceed \$2.500 are not subject to prevailing rate determinations or to the safety and health requirements of the act. However, the act

does require that employees performing work on such contracts be paid not less than the minimum wage rate established in section 6(a)(1) of the Fair Labor Standards Act. Overtime — The Fair Labor Standards Act and the Contract Work Hours Safety Standards Act may

require the payment of overtime at time and one-half the regular rate of pay for all hours work on the contract in excess of 40 a week. The Contract Work Hours Safety Standards Act is more limited in scope than the Fair Labor Standards Act and generally applies to Government contracts in excess of \$100,000 that require or involve the employment of

laborers, mechanics, guards, watchmen. Safety and Health -The act provides that no part of the services in contracts in excess of \$2,500 may be performed in buildings or surroundings or under working conditions, provided by or under the control or supervision of the contractor or subcontractor, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services. The safety and health provisions of the Service Contract Act are administered by the Occupational Safety and Health Administration.

Notice to Employees -On the date a service employee commences work on a contract in excess of \$2,500, the contractor (or subcontractor) must provide the employee with a notice of the compensatio

required by the act. The posting of the notice (including any applicable wage determination contained on the reverse in a location where it may be seen by all employees performing or the contract will satisfy this requirement. Notice in Subcontracts -

The contractor is required to insert in all subcontracts the labor standards clauses specified by the regulations in 29 CFR Part 4 for Federal service contracts exceeding \$2,500. Responsibility for Secondary Contractors — Prime contractors are liable for violations of the act committed by their covered secondary

standards. Additional Information —

Additional Information and copies of the acts and applicable regulations and interpretations may be obtained from the nearest office of the Wage and Hour Division or the National Office in Washington D.C. Information pertaining to safety and health standards may be obtained from the nearest office of the Occupational Safety and Health Administration or the National Office in Washington, D.C.

Equal Employment Opportunity

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.

Inder the EEOC's laws, an employer may not discriminate against you, regardless of your immigration

Obtaining or disclosing genetic information of employees Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or

What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can mination (180 or 300 days, depending on where you live/work). You car Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.asp.

Call 1-800-669-4000 (toll free) Visit an EEOC field office (information at www.eeoc.gov/field-office)

Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law fro discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative

action to ensure equality of opportunity in all aspects of employment. Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual

with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment The Vietnam Era Veterans' Readiustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits

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

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W.

"Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the

Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such 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.

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

PREVAILING WAGES: You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform OVERTIME: You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions ENFORCEMENT: Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis acon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage

APPRENTICES: Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs RETALIATION: The law prohibits discharging or otherwise retaliating against workers for filing a complaint, cooperating in an investigation, or testifying in a proceeding under the Davis-Bacon and PROPER PAY: If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below.



F YOU HAVE THE RIGHT TO WORK

If you have the skills, experience, and legal right to work,

your citizenship or immigration status shouldn't get in the

way Neither should the place you were born or another

aspect of your national origin. A part of U.S. immigration

mination based on their citizenship status and national

be able to help if an employer treats you unfairly in

The law that IER enforces is 8 U.S.C. § 1324b. The

Call IER if an employer:Does not hire you or fires you

because of your national origin or citizenship status (this

may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in

the U.S., including while completing the Form I-9 or using

E-Verify (this may violate the law at 8 U.S.C. § 1324b(a)(1)

or (a)(6)) Retaliates against you because you are speaking

up for your right to work as protected by this law (the law

prohibits retaliation at 8 U.S.C. § 1324b(a)(5)) The law

can be complicated. Call IER to get more information on

protections from discrimination based on citizenship status

U.S. Department of Justice, Civil Rights Division, Immigrant

This guidance document is not intended to be a final

agency action, has no legally binding effect, and has no

force or effect of law. The document may be rescinded or

applicable laws. The Department's guidance documents,

responsibilities beyond what is required by the terms of

the applicable statutes, regulations, or binding judicial

precedent. For more information, see "Memorandum"

Immigrant and Employee Rights Section (IER)

-Verify is a voluntary program for most employers but mandatory for some, such as employers with federal contracts or subcontracts that contain the

III, November 16, 2017.

1-800-255-7688 TTY 1-800-237-2515

IER@usdoj.gov

www.justice.gov/ier

or All Components: Prohibition of Improper Guidance

Documents," from Attorney General Jefferson B. Sessions

modified at the Department's discretion, in accordance with

ncluding this guidance, do not establish legally enforceable

and Employee Rights Section, January 2019

regulations for this law are at 28 C.F.R. Part 44.

origin. You can read this law at 8 U.S.C. § 1324b. The

law. The law that IER enforces is 8 U.S.C. § 1324b.

laws protects legally-authorized workers from discri-

DON'T I FT ANYONE TAKE IT AWAY

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627



Federal Contractor Minimum Wage

WORKER RIGHTS UNDER EXECUTIVE ORDER 1365

PETITION PROCESS

FEDERAL MINIMUM WAGE FOR CONTRACTORS

\$13.30 PER HOUR - EFFECTIVE JANUARY 1, 2025 - DECEMBER 31, 2025 NOTICE: On March 14, 2025, President Trump issued Executive Order 14236, "Additional Rescissions of Harmful Executive Orders and Actions," (90 FR 13037) which revoked, among other items, Executive Order 14026 of April 27, 2021, "Increasing the Minimum Wage for Federal Contractors" (86 FR 22835). Pursuant to section 2(d) of Executive Order 14236, the Department of Labor is no longer enforcing Executive Order 14026 or the implementing rule (29 CFR part 23) and will take steps, including rescinding 29 CFR part 23, to implement and effectuate the revocation of Executive

More information about the EO 13658 minimum wage is available online at dol.gov/ whd/flsa/eo13658

MINIMUM WAGE Federal construction and service contracts are generally subject to a minimum wage rate under either Executive Order (EO) 13658 or EO 14026. • \$13.30 PER HOUR: If the contract was entered into on or between January 1, 2015, and January 29, 2022, and the contract was not renewed or extended on or after January 30, 2022, EO 13658 penerally requires that workers be paid at least \$13.30 per hour for all time spent performing on or in connection with the contract in calendar year 2025. • \$17.75 PER HOUR: If the contract is renewed or extended on or after January 30, 2022, or a new contract is entered into on or after January 30, 2022, EO 14026 generally requires that workers be paid at least \$17.75 per hour for all time spent performing on or in connection with the contract in calendar year 2025.

• The EO 13658 minimum wage may not apply to some workers who provide support in connection with covered federal contracts for less than 20 percent of their hours worked in a week

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for enforcing this law. WHD can answer questions about your workplace rights and protections, investigate employers and recover back wages. All WHD services are free and confidential. Employers cannot retaliate or discriminate against someone who files a complaint or participates in an investigation. WHD will accept a complaint in any language. You can find your nearest WHD office online at dol.gov/agencies/whd/contact/local-offices or by calling toll-free 866-4US-WAGE (866-487-9243). We do not ask

ADDITIONAL INFORMATION Workers with disabilities whose wages are governed by special certificates issued under section 14(c) of the Fair Labor Standards Act must receive no less than the EO 13658 minimum wage for time

Disability Minimum Wage

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the Fair Labor Standards Act (FLSA), McNamara-O'Hara Service Contract Act (SCA), and/or Walsh-Healey Public num wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of \$7.25 per hour. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic are

subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

or purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed. Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed KEY ELEMENTS OF COMMENSURATE WAGE RATES Nondisabled worker standard—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured. Prevailing wage rate—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.

• Evaluation of the productivity of the worker with a disability—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to ndividuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are alculated pursuant to certificates issued under section 14(c) of the FLSA. Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may equire such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA

OVERTIME Senerally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a **CHILD LABOR** finors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract

forkers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an

Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

Polygraph Protection

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of 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 spective employee for refusing to take a test or for exercising other rights under the Act.

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national 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 ar, 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. he 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 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 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. ENFÖRCEMENT: The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. -866-487-9243 • www.dol.gov/agencies/whd WAGE AND HOUR DIVISION JNITED STATES DEPARTMENT OF LABOR

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS YOUR RIGHTS UNDER USERRA 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

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: vou 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 employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

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,

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • 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.

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/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may equest that 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.

n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. The rights listed here may vary depending on the circumstances. The text of this 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 requirement by



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



Updated 6/22

Pregnant Workers Fairness Act (PWFA)

employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue hardship is

defined as causing significant difficulty or expense. Reasonable accommodations" are changes to the work environment or the way things are usually done in order to remove work-related barriers. WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

Schedule changes or time off to go to health care appointments

Extra bathroom breaks

General and receive a

timely investigation and response

A chair or stool to sit on while working

The ability to telework full or part-time

A private place to pump breast milk

ADDITIONAL INFORMATION

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS? Other laws that apply to workers affected by pregnancy, childbirth, or related medical condition • Title VII of the Civil Rights Act of 1964 which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employmen Opportunity Commission (EEOC)) The Americans with Disabilities Act (The ADA) which prohibits employment

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

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

discrimination based on disability (enforced by the EEOC)

The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)

Paid Sick Leave for Federal Contractors

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR WORKER RIGHTS UNDER EXECUTIVE ORDER 13706 PAID SICK LEAVE FOR FEDERAL CONTRACTORS ONE HOUR OF PAID SICK LEAVE FOR EVERY 30 HOURS WORKED, UP TO 56 HOURS EACH YEAR PAID SICK LEAVE Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, requires certain employers that contract with the Federal Government to provide employees working on or in connection with those contracts vith 1 hour of paid sick leave for every 30 hours they work—up to 56 hours of paid sick leave each year

ployees must be permitted to use paid sick leave for their own illness, injury, or other health-related needs, cluding preventive care; to assist a family member who is ill, injured, or has other health-related needs, Employers are required to inform employees of their paid sick leave balances and must approve all valid

equests to use paid sick leave. Rules about when and how employees should ask to use paid sick leave also

apply. More information about the paid sick leave requirements is available at www.dol.gov/whd/govo

The Wage and Hour Division (WHD), which is responsible for making sure employers comply with Executive Order 13706, has offices across the country. WHD can answer questions, in person or by telephone, about you workplace rights and protections. WHD can investigate employers and recover wages to which workers may be entitled All services are free and confidential. If you are unable to file a complaint in English, WHD will accept complaint in any language. The law prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Executive Order.

Executive Order 13706 applies to new contracts and replacements for expiring contracts with the Federal Government starting January 1, 2017. It applies to federal contracts for construction and many types of federa Some state and local laws also require that employees be provided with paid sick leave. Employers must comp 1-866-487-9243 TTY: 1-877-889-5627

ARRA Whistleblower Rights

U.S. DEPARTMENT OF TRANSPORTATION OFFICE OF INSPECTOR GENERAL • On February 17, 2009 the American Recovery and Reinvestment Act (ARRA) was signed into law by President Obama to improve public welfare. If you protect America's interests by reporting fraud, abuse, or mismanagement of ARRA funds at your workplace, and are retaliated against as

a result, know that America is here for you. American Recovery and Reinvestment Act of 2009,

ADMINISTRATIVE REVIEW: You have the right to file a complaint with the Office of Inspector

(Federal-aid project only)

State Highway Department

· Violation of the law relating to stimulus funds or a stimulus-funded project. Abuse of authority related to the implementation of stimulus funds.

REMEDIES: You have the right to receive remedies if the Office of Inspector General determine you were subjected to an unlawful reprisal. Your employer may be ordered to abate the reprisa reinstate your employment, and you may receive compensation to reimburse you for your attorney fees and other financial suffering experienced as a result of the reprisal. ALTERNATIVES: You have the right to take action against your employer in civil district court if

the Office of Inspector General does not respond within 210 days or determines that there was

REPRISAL-FREE: You have the right to be free from discharge, demotion, or discrimination as a -OIG HOTLINEresult of disclosing: www.oig.dot.gov/recovery/whistleblower_protections.jsp Gross mismanagement of a stimulus-funded project Phone: 1-800-424-9071 Email: hotline@oig.dot.gov Gross waste of stimulus funds.

Highway Aid False Statement

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statemen false representation, or false report as to the character, quality, quantity, or the cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the costs nereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction of any highway or related project submitted for approval to the Secretary of Transportation ngly makes any false statement, false representation, false report, or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or naterials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or "Whoever knowingly makes any false statement or false representation as to a material fact in any statement, certificate, or report submitted pursuant to the provisions of the Federal-Aid Road Act 'Shall be fined under this title or imprisoned not more than five years, or both.

Any person having reason to believe this statute is being violated should report the same to the agency representative(s) named below.

(Both Federal and Federal-aid projects)

Federal Highway Administration

Payday Notice

Toll Free Hotline 1-800-424-9071

(Both Federal and Federal-aid projects)

Department of Transportation

Office of Inspector General

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS ☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ 23rd

PAYCHECKS ARE ISSUED ON THE N/A Direct Deposit **Emergency Notice** *Contact 911*

ALTERNATE:

State&FederalPoster® TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTEI



This establishment is performing Government contract work subject to (check one)

Your rate must be no less than the Federal minimum wage established by the Fair

Labor Standards Act (FLSA). A higher rate may be required for SCA contracts if a wage

determination applies. Such wage determination will be posted as an attachment to this

SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA

You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week.

lo person under 16 years of age may be employed on a PCA contract.

Work must be performed under conditions that are sanitary, and not hazardous or

Specific DOL agencies are responsible for the administration of these laws. To file a

Contact the Wage and Hour Division by calling its toll-free help line at 1-866-4-USWAGE

Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-

U.S. Department of Labor

Walsh-Healey Public Contracts Act or the Service Contract Act of the principal provisions of

Walsh-Healey Public Contracts Act

General Provisions — This act applies to contracts which exceed or may exceed \$10,000

entered into by any agency or instrumentality of the United States for the manufacture or

the employment on contract work of convict labor (unless certain conditions are met) and

children under 16 years of age. The employment of homeworkers (except homeworkers

with disabilities employed under the provisions of Regulations, 29 CFR Part 525) on a

to secondary contractors performing work under contracts awarded by the Government

Covered employees must currently be paid not less than the Federal minimum wage

established in section 6(a)(1) of the Fair Labor Standards Act.

furnishing of materials, supplies, articles, or equipment. The act establishes minimum wage

naximum hours, and safety and health standards for work on such contracts, and prohibits

n addition to its coverage of prime contractors, the act under certain circumstances applies

All provisions of the act except the safety and health requirements are administered by the

Covered workers must be paid at least one and one-half times their basic rate of pay for all

hours worked in excess of 40 a week. Overtime is due on the basis of the total hours spent

in all work, Government and non-Government, performed by the employee in any week in

Employers may protect themselves against unintentional child labor violations by obtaining

No covered work may be performed in plants, factories, buildings, or surroundings or

under work conditions that are unsanitary or hazardous or dangerous to the health and

safety of the employees engaged in the performance of the contract. The safety and health

provisions of the Walsh-Healey Public Contracts Act are administered by the Occupational

ertificates of age. State employment nor age certificates are acceptable.

The purpose of the discussion below is to advise contractors which are subject to the

SERVICE CONTRACT ACT (SCA) or

PUBLIC CONTRACTS ACT (PCA

What Organizations are Covered?

• Most private employers

• State and local governments (as employers)

• Educational institutions (as employers)

Age (40 and older

Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Pay (unequal wages or compensation)
Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, bservance or practice

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS



or contact the U.S. Department of Labor's Wage and Hour Division

Right To Work SI TIENES DERECHO A TRABAJAR No dejes que nadie se lo lleve Si tiene las habilidades, la experiencia y el derecho legal para trabajar, su ciudadanía o estado de inmigración no debería interponerse en el camino. Tampoco el lugar

Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this (IER) puede avudarlo si un empleador lo trata iniustamente en violación de esta ley. La ley que IER aplica es 8 U.S.C. The Immigrant and Employee Rights Section (IER) may La Sección de Derechos de Inmigrantes y Empleados (IER) puede ayudarlo si un empleador lo trata

iniustamente en violación de esta lev.

(a) (1) o (a) (6)) Toma represalias en su contra porque esta ley (la ley prohíbe las represalias en 8 USC § 1324b (a) (5)) La ley puede ser complicada. Llame a IER para

Este documento de orientación no pretende ser una acción final de la agencia, no tiene un efecto legalmente vinculante y no tiene fuerza ni efecto de la ley. El ocumento puede ser rescindido o modificado a discreció del Departamento, de acuerdo con las leyes aplicables. Lo documentos de orientación del Departamento, incluida esta guía, no establecen responsabilidades legalmente exigibles más allá de lo requerido por los términos de los estatutos, reglamentos o precedentes judiciales vinculantes. Para obtener más información, consulte "Memorándum para todos los componentes: Prohibición de documentos de orientación inadecuados", del Fiscal General Jefferson B.

E-Verify os empleadores, pero obligatorio para algunos, como

Sessions III, 16 de noviembre de 2017.

This Organization Participates in E-Verify Esta Organización Participa en E-Verify This employer participates in E-Verify and will provide Este empleador participa en E-Verify y proporcionará al the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland para trabajar, este empleador está requerido a darle Security (DHS) or Social Security Administration (SSA) so instrucciones por escrito y una oportunidad de contacta you can begin to resolve the issue before the employer al Departamento de Segu<mark>ri</mark>dad Nacional (DHS) o a la can take any action against you, <mark>in</mark>cluding terminating your

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. Los empleadores sólo p<mark>u</mark>eden utilizar E-Verify una vez que E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities,

vertime wage provisions of the Contract Work Hours and Safety Standards Act

ransportation as promoting equal employment opportunity in connection with Federal-aid highway construction programs. Programs nearest representative of the Federal Highway Administration.

(State highway department representative Additional information may be obtained from the Federal Highway Administration, Washington, D.C. 20590. Any communication should list the name, location, and type of project, the name of the contractor and his address, your name and

inimum Mandatory Size Requirement of 11x17

EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers and to engage in other protected concerted activity. Employees covered by the NLRA * are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that

 Discuss your terms and conditions of employment or union organizing with your co-workers or a union. • Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a

of the strike or the picketing. Choose not to do any of these activities, including Joining or remaining a member of a union.

Illegal conduct will not be permitted. If you believe your

rights or the rights of others have been violated, you

should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.

the union that represents you in bargaining with your employer to:

Under the NLRA, it is illegal for a union or for

criticized union officials or because you are not a member

 Cause or attempt to cause an employer to discriminate against you because of your union-related

National Labor Relations Act

 Take other adverse action against you based on whether you have joined or support the union.

> If you and your coworkers select a union to act as your collective bargaining representative, your employer enforcing the agreement.

You can also contact the NLRB by calling toll-free: 1-844-762-NLRB (6572). Language assistance is available. Hearing impaired callers who wish to speak to an NLRB representative should send an email to relay.service@ nlrb.gov. An NLRB representative will email the requestor

Under the NLRA, it is illegal for your employer

 Prohibit you from soliciting for a union during nonwork time, such as before or after work or during break time, in non-work areas, such as parking lots or break rooms.

because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.

• Promise or grant promotions, pay raises, or other **benefits** to discourage or encourage union support. Prohibit you from wearing union hats, buttons,

*The National Labor Relations Act covers most private-

employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).



please contact DHS 888-897-7781 OF THE MONTH **Federal-Aid Highway Project**

assification of work performed as set forth in the schedule affixed below The schedule affixed below contains no minimum wage rates for the following employees Apprentices properly registered under approved Federal or State apprenticeship programs. Each approved program contains the . Persons employed pursuant to apprenticeship and skill training programs which have been certified by the Secretary of hus certified will set forth the rates applicable. Call any failure to receive the required rates to the attention of the representative of the contracting agency shown below to the

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

contractors. Other Obligations — Observance of the labor standards of these acts does not relieve the employer of any obligation he may have under any other laws or agreements providing for higher labor

Employees (current and former), including managers and temporary employees
 Job applicants
 Halea

What Types of Employment Discrimination are Illegal?

Union members and applicants for membership in a union

• Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
• Retaliation for filling a charge, reasonably opposing discrimination, or participating in a discrimination Interference, coercion, or threats related to exercising rights regarding disability discrimination or What Employment Practices can be Challenged as Discriminatory?

Requesting or disclosing medical information of employees
Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, o participating in an investigation or proceeding. omeone assisting or encouraging someone else to exercise rights, regarding disability discrimination

Additional information about the EEOC, including information about filing a charge of disc

of other applicants or employees

ainst, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans veterans (i.e., within three years of discharge or release from active duty), active duty wartime or

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's

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.

Davis Bacon Act

en el que naciste ni otro aspecto de tu origen nacional Una parte de las leyes de inmigración de los EE. UU. Protege a los trabajadores legalmente autorizados de la discriminación basada en su estatus de ciudadanía v origen nacional Puede leer esta lev en 8 U.S.C. § 1324b La Sección de Derechos del Inmigrante y del Empleado

La ley que IER hace cumplir es 8 U.S.C. § 1324b. Las regulaciones para esta ley están en 28 C.F.R. Parte 44 Llame a IER si un empleador: No lo contrata ni lo despide debido a su origen nacional o estado de ciudadanía (esto puede violar una parte de la ley en 8 U.S.C. § 1324b (a) Lo trata iniustamente mientras revisa su derecho a trabaia en los EE. UU., Incluso mientras completa el Formulario Io usa E-Verify (esto puede violar la ley en 8 USC § 1324b está defendiendo su derecho a trabajar como protegido po

Sección de Derechos de Inmigrantes y Empleados (IER) TTY 1-800-237-2515 www.justice.gov/ier IER@usdoj.gov

gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los Si E-Verify no puede confirmar que usted está autorizado Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleado pueda tomar cualquier ac<mark>ci</mark>ón en su contra, incluyendo la terminación de su empleo.

usted haya aceptado una oferta de trabajo y completado el Formulario I-9. E-Verify Funciona Para Todos Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS. 888-897-7781 dhs.gov/e-verify

Construction work on this project is subject to the minimum wage rate provisions of Section 113, Title 23, Untied States Code and the As an employee of the contractor or a subcontractor, you are entitled to be paid not less than the hourly rate for the particular

activity.

Strike and picket, depending on the purpose or means

Threaten you that you will lose your job unless you support the union. Refuse to process a grievance because you have

of the union. Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.

U.S. Department of Justice

and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and

with instructions on how to schedule a relay service call.

against you, or threaten to take any of these actions,

 Spy on or videotape peaceful union activities and gatherings or pretend to do so.



Some state or local laws may provide greater worker protections and employers must follow the law that requires the highest rate of pay

EMPLOYEE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGES

t-shirts, and pins in the workplace except under special circumstances.

times; or from distributing union literature during non-work employer setting your wages, benefits, hours, and other Question you about your union support or activities in a manner that discourages you from engaging in that • Fire, demote, or transfer you, or reduce your hours

sector employers. Excluded from coverage under the

• Threaten to close your workplace if workers choose a union to represent them.

NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers

or change your shift, or otherwise take adverse action

obtener más información sobre las protecciones contra **Under the NLRA, you have the right to:** la discriminación basadas en el estado de ciudadanía y origen nacional. U.S. Department of Justice, Civil Rights Organize a union to negotiate with your employer Division, Immigrant and Employee Rights Section, January concerning your wages, hours, and other terms and conditions of employment. Form, join or assist a union. Bargain collectively through representatives of employees' own choosing for a contract with your

may apply in your particular workplace.

working conditions.