

# How to Meet Job Applicant Labor Law Posting Requirements



Presented by:  
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ComplyRight, Inc.

# Posting Compliance Overview

- All employers must post federal, state and local (if applicable) postings
- Mandatory employee-facing federal posters include:
  - EEOC
  - OSHA
  - FMLA
  - USERRA
  - FLSA
  - EPPA
- Up to 15 additional state-specific posters
- Up to 10 additional posters for city/county compliance
- Additional posters for government contractors and certain industries

# There's No “One-Stop Shop” for Free Government Posters

- There are 175 different agencies responsible for issuing more than 380 posters (federal and state)
- In a single state, up to 21 postings issued by 9 different agencies for federal/state compliance
- Approximately 22,000 local jurisdictions have authority to issue their own posting requirements

*And that doesn't include additional postings required if you are in certain industries or have government contracts*

# Posting Changes Are on the Rise

- On average, there are typically 150 state law poster changes per year (50% require immediate mandatory replacements)
- 2019 was a record year with more than 175 mandatory changes
- Government agencies do not notify you when changes occur
- Posting requirements (including size, font and color mandates, as well as foreign language requirements) and change notifications can be buried in statutes, regulations, case law, and agency website pages

## Risks of Non-Compliance

- Government posting fines
  - Federal fines recently increased to \$35,000+ per violation
  - State and local fines typically range from \$100-\$1,000 each
- Employee lawsuits
  - Failure to post can extend “statute of limitations”
  - Evidence of bad faith
- Posting compliance is your first line of defense in any lawsuit or agency investigation

## Posting Requirements Apply to Job Applicants

- Employers are required by law to make certain labor law posters available to applicants, including online applicants, during the application process
- Physical postings must be displayed for applicants that come into your office for pre-employment interviews, testing, or any part of the application process
- Online applicants applying for jobs through online jobs boards or company websites must have access electronically

# Federal Job Applicant Posting Requirements

- By law, prospective employees must be provided access to these federal postings during the application process:
  - Equal Employment Opportunity Commission (EEOC): Covers anti-discrimination provisions under federal law
  - Uniformed Services Employment and Reemployment Rights Act (USERRA): Addresses re-employment after military leave, anti-discrimination provisions and health insurance issues (*\*Note: This one is recommended because the law applies to applicants and employees*)
  - Employee Polygraph Protection Act (EPPA): Describes restrictions on lie detector tests in employment
  - Family and Medical Leave Act (FMLA): Explains employee leave eligibility and benefits, as well as employer responsibilities

# E-Verify/Right-to-Work Posting

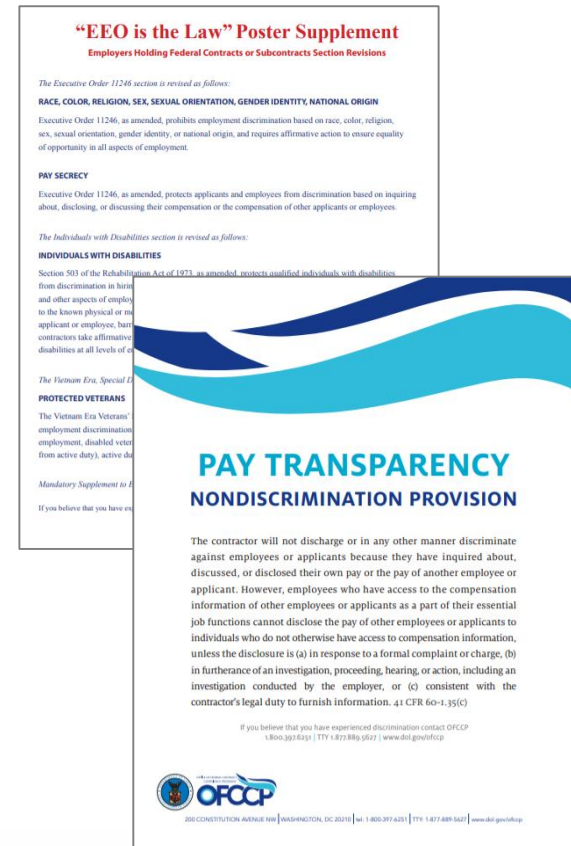
- The E-Verify/Right to Work posting is required for all E-Verify participants (even voluntary participants)
- Must be posted for applicants and employees
- Both postings must be posted in English and Spanish
- Several states and federal contractors are required to participate in E-Verify
- Required for employers who operate in Alabama, Arizona, Georgia, Louisiana\*, Mississippi, North Carolina, South Carolina, Tennessee\*, and Utah





# Additional Federal Contractor Job Applicant Posting Requirements

- Federal law requires federal contractors to display additional employee-facing postings
- Two of these must be posted in a manner accessible to employees and applicants (in addition to E-Verify/Right to Work):
  - EEO is the Law Supplement
  - Pay Transparency



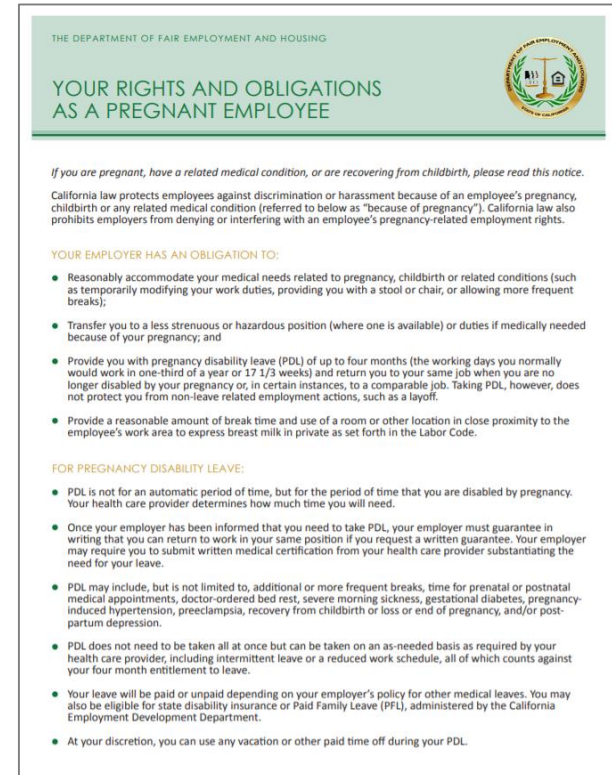
# Examples of State/Local Job Applicant Postings

- California: California Law Prohibits Workplace Discrimination and Harassment
- Must be displayed where both applicants and employees can see it
- Informs applicants and employees of California's anti-discrimination and harassment laws and explains the legal remedies and complaint process available through the California Department of Fair Employment and Housing
- Mandatory update in December 2018



# Examples of State/Local Job Applicant Postings

- California: Your Rights and Obligations as a Pregnant Employee
- Must be displayed where both applicants and employees can see it
- Informs applicants and employees that California law prohibits discrimination or harassment based on pregnancy or a pregnancy-related condition
- Mandatory update in September 2019



# Examples of State/Local Job Applicant Postings

- California: Transgender Rights in the Workplace
- Must be displayed where both applicants and employees can see it
- Informs individuals that employers may not discriminate against someone because they identify as transgender or gender non-conforming

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

## TRANSGENDER RIGHTS IN THE WORKPLACE



**WHAT DOES "TRANSGENDER" MEAN?**

Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is defined by the law to mean a "person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers, housing providers, and businesses may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming.

**WHAT IS A GENDER TRANSITION?**

- "Social transition" involves a process of socially aligning one's gender with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).
- "Physical transition" refers to medical treatments an individual may undergo to physically align their body with internal sense of self (e.g., hormone therapies or surgical procedures).

A person does not need to complete any particular step in a gender transition in order to be protected by the law. An employer may not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in a gender transition.

**FAQ FOR EMPLOYERS**

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

How do employers implement dress codes and grooming standards? An employer who requires a dress code must enforce it in a non-discriminatory manner. This means that, unless an employer can demonstrate business necessity, each employee must be allowed to dress in accordance with their gender identity and gender expression. Transgender or gender non-conforming employees may not be held to any different standard of dress or grooming than any other employee.

What are the obligations of employers when it comes to bathrooms, showers, and locker rooms? All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's assigned sex at birth. In addition, where possible, an employer should provide an easily accessible unisex single stall bathroom for use by any employee who desires increased privacy, regardless of the underlying reason. Use of a unisex single stall restroom should always be a matter of choice. No employee should be forced to use one either as a matter of policy or due to harassment in a gender-appropriate facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency must be identified as all-gender toilet facilities.

**FILING A COMPLAINT**

If you believe you are a victim of discrimination you may, within one year of the discrimination, file a complaint of discrimination by contacting DFEH.

If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, DFEH can assist you by scribbling your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice) or (800) 884-1684 (voice). DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

To schedule an appointment or to discuss your preferred format to access our materials or webpages, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov).

**FOR MORE INFORMATION**

Department of Fair Employment and Housing  
Toll Free: (800) 884-1684 TTY: (800) 700-2320 [dfeh.ca.gov](http://dfeh.ca.gov)

Also find us on:

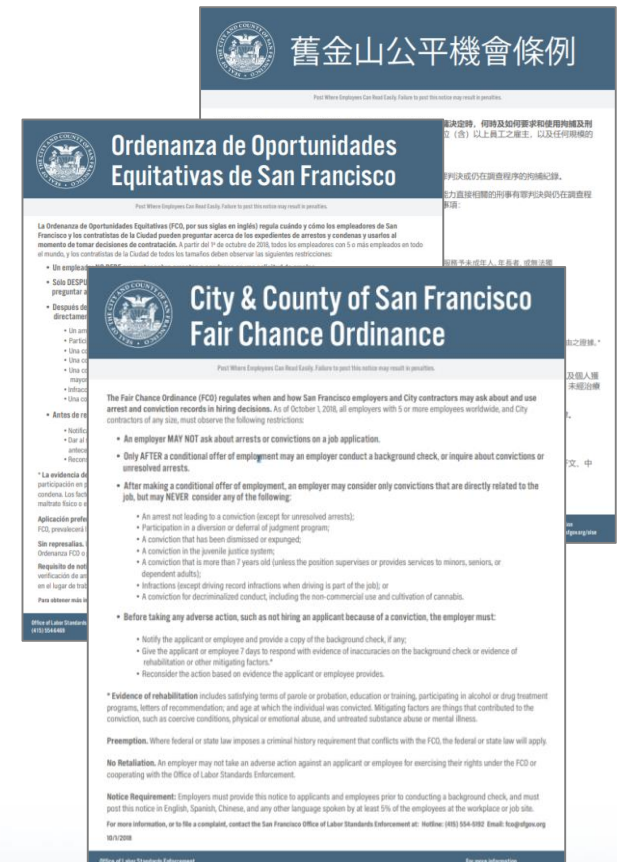




DFEH-RDHP-ENG / November 2017

# Examples of State/Local Job Applicant Postings

- San Francisco: Fair Chance Ordinance
- Must be displayed where both applicants and employees can see it
- Informs individuals about inquiries and use of arrest and conviction records in hiring decisions
- Must be displayed in English, Spanish, and Chinese
- Mandatory update in October 2018






# Examples of State/Local Job Applicant Postings

- Los Angeles: Fair Chance Ordinance
- Must be displayed where applicants and employees can see it
- Informs individuals that employers cannot inquire or seek information about an applicant's criminal history until after a conditional offer of employment has been made

**City of Los Angeles**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**NOTICE TO APPLICANTS & EMPLOYEES  
FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE**

This Employer is subject to the Fair Chance Initiative for Hiring Ordinance (FCIHO) (LAMC 189.00).

**THESE ARE YOUR RIGHTS...**

- Employers cannot inquire about or seek information about an Applicant's Criminal History until after a Conditional Offer of Employment has been made to the Applicant.**
  - ✓ This includes job solicitations and applications or during any conversations and interviews.
- If an Employer decides to rescind an offer of employment based on information discovered during the criminal background check, the Employer is required to perform an Individualized Assessment.**
  - ✓ Individualized Assessment - a written assessment that effectively links the specific aspects of the Applicant's Criminal History with risks inherent in the duties of the Employment position sought by the Applicant.
  - ✓ If the offer is rescinded, the Applicant must receive:
    - Written notification,
    - Copy of the Individualized Assessment, and
    - Copies of any documentation used in the Employer's decision.
- The Applicant has the right to the Fair Chance Process.**
  - ✓ The Applicant has the opportunity to provide information or documentation to an Employer regarding the accuracy of their Criminal History or Criminal History Report. Such evidence of rehabilitation or other mitigating factors should be considered in the Employer's assessment.
  - ✓ The Employer is required to hold the job open for at least five (5) business days from the notification date of the proposed adverse action to allow an Applicant to submit such documentation. The Employer is required to review any documentation to reassess their decision.

FOR ADDITIONAL INFORMATION OR ASSISTANCE, CALL:  
City of Los Angeles  
Department of Public Works  
Office of Wage Standards  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015  
Phone: (844) WagesLA - Email: WagesLA@lacity.org

\*Note: Not all applicants/employees are covered under the FCIHO. Please see the ordinance (LAMC 189.00) for more details.


Form FCIHO, Rev. 08/18

# Examples of State/Local Job Applicant Postings

- Delaware: Discrimination
- Must be displayed where applicants and employees can see it
- Informs employees and applicants of the state's anti-discrimination laws and prohibition against sexual harassment
- Mandatory update in October 2018

**Fox Valley Offices**  
4425 North Market Street- 3rd Floor  
Wilmington, DE 19802  
(302) 761-8200

**Georgetown American Job Center**  
8 Georgetown Plaza, Suite 2  
Georgetown, DE 19847  
(302) 856-3230



**Blue Hen Corporate Center**  
655 S Bay Road, Ste. 201  
Dover, DE 19901  
(302) 452-1134

**Delaware Department of Labor  
Division of Industrial Affairs**

**DISCRIMINATION**

Employers are prohibited by state law from discriminating against employees because of their RACE; COLOR; NATIONAL ORIGIN; SEX (INCLUDING PREGNANCY); RELIGION; DISABILITY; AGE (40+); GENETIC INFORMATION; SEXUAL ORIENTATION; GENDER IDENTITY; MARITAL STATUS; MEMBERSHIP IN VOLUNTEER EMERGENCY RESPONDER ORGANIZATION (VOLUNTEER FIREFIGHTERS, AMBULANCE PERSONNEL, LADIES AUXILIARY); VICTIM OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING; FAMILY CARE RESPONSIBILITIES; REPRODUCTIVE HEALTH DECISIONS; and RETALIATION FOR INITIATING A COMPLAINT OF EMPLOYMENT DISCRIMINATION, OR OPPOSING OR PARTICIPATING IN THE INVESTIGATION OF A DISCRIMINATORY EMPLOYMENT PRACTICE. Employers of four (4) or more employees, labor organizations, employment agencies and joint labor-management committees for apprenticeship or training are covered by this law.

**SEXUAL HARASSMENT:** Sexual harassment of employees, applicants, apprentices, staffing agency workers, unpaid interns, and independent contractors is unlawful. Sexual harassment can be unwelcome sexual advances, requests for sexual favor, or other verbal or physical conduct of a sexual nature when (1) the employee is expected to submit to such conduct; or (2) the employee's submission to or rejection of such conduct is used as the basis for employment decisions; or (3) such conduct has the effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. If the harassment is by a supervisor, the employer may be responsible even if the employee has not complained. If the harassment is by a fellow worker or non-employee, employers are responsible if the employee complained to the employer and the employer has taken no action to stop or correct the sexual harassment. Effective January 1, 2019, employers must distribute the Department of Labor Sexual Harassment Informational worksheet to all employees. Employers with 50 or more employees must provide interactive sexual harassment training to all new employees, and every two years after.

**DISABILITY:** Employers are prohibited by state law from discrimination against any employee because of disability. State law requires the employment and advancement of qualified individuals with a disability who, with or without reasonable accommodation, can perform the essential functions of a job.

**PREGNANCY:** Employers must provide reasonable accommodations to employees with respect to pregnancy, childbirth, lactation and related conditions. Employers may not deny job applicants a position based on the need for a pregnancy-related workplace accommodation, make unnecessary changes to a pregnant employee's job functions or require a pregnant employee to take paid or unpaid leave when a reasonable accommodation would permit the employee to continue working.

**ANY PERSON:** who believes he or she has been discriminated against should contact the Delaware Department of Labor, Office of Anti-Discrimination at (302) 761-8200.

**A Charge of Discrimination must be filed within 300 days of the alleged unlawful employment practice.**

*It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.*  
Violations of Delaware Labor Laws could result in fines of up to \$10,000 per violation.

**EMPLOYERS ARE REQUIRED BY LAW TO DISPLAY THIS OFFICIAL POSTER IN A PLACE ACCESSIBLE TO EMPLOYEES AND WHERE THEY REGULARLY PASS.**

ED042 10/18

# Examples of State/Local Job Applicant Postings

- New York: Human Rights
- Must be displayed where applicants and employees can see it
- Explains New York state's human rights law that prohibits discrimination based on several protected categories including marital status, gender identity and sexual orientation.
- Mandatory update in January 2019



**Division of Human Rights**

**1-888-392-3644**  
**WWW.DHR.NY.GOV**

THIS ESTABLISHMENT IS SUBJECT TO THE NEW YORK STATE HUMAN RIGHTS LAW EXECUTIVE LAW ARTICLE 18.

ESTE ESTABLECIMIENTO ESTÁ SUJETO A LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK LEY EJECUTIVA 1800(18).

**DISCRIMINATION BASED UPON AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, PREGNANCY, GENDER IDENTITY, DISABILITY OR MARITAL STATUS IS PROHIBITED BY THE NEW YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES IS ALSO PROHIBITED.**

**LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA YORK PROHIBE LA DISCRIMINACIÓN POR EDAD, RAZA, CIEGO, COLOR, ORIGEN NACIONAL, ORIENTACIÓN SEXUAL, ESTATUS MILITAR, SEXO, EMBARAZO, IDENTIDAD DE GÉNERO, DISCAPACIDAD O ESTADO CIVIL. TAMBIÉN ESTÁ PROHIBIDO EL ACOSO SEXUAL O EL ACOSO POR CUALQUIERA DE ESTAS CLASES PROTEGIDAS.**

**EMPLOYMENT, BY EMPLOYERS OF FOUR OR MORE PEOPLE, EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS**

**EMPLEO, POR EMPLEADORES DE CUATRO O MÁS PERSONAS, AGENCIAS DE EMPLEO, ORGANIZACIONES DE TRABAJO Y PROGRAMAS DE CAPACITACIÓN DE APRENDIZAJE**

Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; prior arrest or conviction record predominate genetic characteristics; family status; pregnancy-related conditions; domestic violence victim status.

Además, está prohibida la discriminación en el empleo sobre la base de la observancia del Shabat o prácticas religiosas; arresto previo o antecedentes penales; las características genéticas predominantes; el estado civil; las condiciones relacionadas con el embarazo.

Reasonable accommodations for persons with disabilities and preemployment conditions may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner.

Es posible que sea necesario hacer ajustes razonables para personas con discapacidades y condiciones relacionadas con el embarazo. Un ajuste razonable es una adaptación a un trabajo o entorno laboral que permita que una persona con discapacidad realice las tareas esenciales de un trabajo de manera razonable.

Also covered: Employers with fewer than four employees, in all cases of sex harassment or harassment based on gender, race, religion or national origin.

Empleadores con menos de cuatro empleados en casos de acoso sexual, o para trabajadores domésticos, casos de acoso sexual, o casos de acoso por género, raza, religión u origen nacional.

**RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL SPACE**

**ALQUILER, ARRENDAMIENTO O VENTA DE VIVIENDA, TERRENO O ESPACIO COMERCIAL**

Does not apply to:

(1) rental of an apartment in an owner-occupied two-family house

(2) restrictions of all rooms in a housing accommodation to individuals of the same sex

(3) rental of a room by the occupant of a house or apartment

(4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such person

(5) alquiler de un apartamento en una casa para dos familias ocupada por el dueño

(6) restricciones de todas las habitaciones en una vivienda para individuos del mismo sexo

(7) alquiler de una habitación por parte del ocupante de una casa o apartamento

(8) venta, alquiler o arrendamiento de alojamiento en una casa exclusivamente a personas mayores de 55 años y el cónyuge de dichas personas

Also prohibited: discrimination in housing on the basis of familial status (e.g., families with children)

También se prohíbe: discriminación en vivienda sobre la base del estado civil (por ejemplo, familias con hijos).

Reasonable accommodations and modifications for persons with disabilities may also be required.

También es posible que sea necesario realizar modificaciones y arreglos razonables para personas con discapacidades.

**ACTIVITIES OF REAL ESTATE BROKERS AND SALES PEOPLE**

**ACTIVIDADES DE CORREDORES INMOBILIARIOS Y VENEDORES**

Also prohibited: commercial boycotts and boycotting

También se prohíbe: el acoso inmobiliario y los boicots comerciales

**PLACES OF PUBLIC ACCOMMODATION, RESORT OR AMUSEMENT SUCH AS RESTAURANTS, HOTELS, HOSPITALS, CLUBS AND MEDICAL OFFICES**

**LUGARES DE ALOJAMIENTO PÚBLICO, CENTRO TURÍSTICO O PARQUE DE DIVERSIONES COMO RESTAURANTES, HOTELES, HOSPITALES, CLUBS Y CONSULTORIOS MÉDICOS**

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

Excepción: La edad no es una clasificación cubierta respecto a los alojamientos públicos. Es posible que sea necesario realizar arreglos razonables para personas con discapacidades.

**ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS**

**PUBLICIDAD Y SOLICITUDES RELACIONADAS CON EL EMPLEO, LOS INMUEBLES, LOS LUGARES DE ALOJAMIENTO PÚBLICO Y LAS TRANSACCIONES CREDITICIAS**

EDUCATIONAL INSTITUTIONS: NON-SECTARIAN, TAX EXEMPT, PRIVATE

TOCADA LAS TRANSACCIONES CREDITICIAS, INCLUIDO EL FINANCIAMIENTO PARA LA COMPRA, EL MANTENIMIENTO Y LA REPARACIÓN DE VIVIENDAS

**ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR PURCHASE, MAINTENANCE AND REPAIR OF HOUSING**

Si desea presentar una demanda formal ante la División de Derechos Humanos, debe hacerlo dentro de un año desde que ocurre la discriminación. Los servicios de la División de Derechos Humanos se ofrecen sin cargo.

If you wish to file a formal complaint with the Division of Human Rights, you must do so within one year after the discrimination occurred. The Division's services are provided free of charge.

Si desea presentar una demanda ante el Tribunal Estatal, puede hacerlo dentro de los tres años desde que ocurriera la discriminación. No puede presentar una demanda ante la División y ante el Tribunal Estatal.

Retaliation for filing a complaint or opposing discriminatory practices is prohibited. You may file a complaint with the Division if you have been retaliated against.

Se prohíben las represalias por presentar una demanda u oponerse a prácticas discriminatorias. Puede presentar una demanda ante la División si sufrió represalias.

FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION'S NEAREST OFFICE. HEADQUARTERS: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458

PARA OBTENER MÁS INFORMACIÓN, ESCRIBA O LLAME A LA OFICINA MÁS CERCA DE LA DIVISIÓN. OFICINA CENTRAL: ONE FORDHAM PLAZA, 4TH FLOOR, BRONX, NY 10458



# Examples of State/Local Job Applicant Postings

- South Carolina: Employment Discrimination
- Must be displayed where applicants and employees can see it
- Mandatory update in July 2018 regarding the Pregnancy Accommodations Act
- Mandatory poster and handout requirement

South Carolina Law Prohibits

## EMPLOYMENT DISCRIMINATION

Based on: Race, Color, Religion, National Origin, Sex, including Pregnancy & Childbirth (or related medical conditions), Age (40+), or Disability

**Examples of conduct covered under the law:**

- ❖ Failure to Hire or Promote
- ❖ Unequal Wages
- ❖ Harassment/Intimidation
- ❖ Discipline/Demotion/Suspension/Termination
- ❖ Applying Different Terms and Conditions of Employment
- ❖ Failure to Reasonably Accommodate due to a **disability, religion, pregnancy, childbirth or related medical conditions, including, but not limited, to lactation**
- ❖ Retaliation as a result of complaining about discrimination, seeking an accommodation, or participating in a discrimination investigation

**How to report unlawful discrimination:**

- ❖ Complete a questionnaire via phone, in-person, mail, or online at [www.schac.sc.gov](http://www.schac.sc.gov). Once submitted, a SCHAC Intake Officer will contact you and assist you in filing a formal complaint.
- ❖ You must file a formal complaint to launch an investigation.
- ❖ There are strict time limits for filing charges of employment discrimination. To preserve the ability to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact SCHAC promptly when discrimination is suspected.

**EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

In Addition to Employment, the Mission of SCHAC is to eliminate and prevent unlawful discrimination in:

- Housing** on the basis of race, color, national origin, religion, sex, familial status or disability.
- Public Accommodations** on the basis of race, color, national origin or religion.

South Carolina Human Affairs Commission  
1026 Sumter Street, Suite 101  
Columbia, SC, 29201  
[www.schac.sc.gov](http://www.schac.sc.gov)  
Phone: 803-737-7800  
Toll-Free: 1-800-521-0725



Employers, including each State Agency, or department of the State, and local subdivision thereof, **SHALL POST, KEEP POSTED, AND MAINTAINED IN CONSPICUOUS PLACES UPON THEIR PREMISES** where notices to employees and applicants for employment are customarily posted a notice to be prepared and distributed by the Commission setting forth excerpts from and/or summaries of, pertinent provisions of the Human Affairs Law, and information pertinent to the filing of a complaint.

# Examples of State/Local Job Applicant Postings

- Arizona: Discrimination in Employment
- Flagstaff, AZ: Notice of Non-Discrimination
- Tucson, AZ: Notice of Non-Discrimination
- All apply to employers of all sizes, and must be displayed where both applicants and employees can see them

**ARIZONA LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT**

ON THE BASIS OF: Race, Color Religion, Sex, Age (40+), National Origin, Disability, or Results of Genetic Testing.

BY: Employers, Employment Agencies, or Labor Unions.

WITH RESPECT TO: Hiring, Promotion, Transfer, Termination, Salary or Benefits, Lay-Off, Apprenticeship and Training Programs, Job Referrals, or Union Membership.

REMEDY MAY INCLUDE: Employment, Reinstatement, Back Pay, Promotion, or Lost Benefits.

\*Intake form available online at [www.azag.gov](http://www.azag.gov)

**LA LEY DE ARIZONA PROHIBE DISCRIMINACION EN EL EMPLEO**

POR RAZONES DE: Raza, Color, Religión, Sexo, Edad(40+),

**City of Tucson**

**Notice of Non-discrimination CHAPTER 17**

Under the City of Tucson Code, Chapter 17, it is unlawful to discriminate on the basis of:

race,	color,
age,	religion,
national origin,	disability,
ancestry,	gender (sex),
disability,	sexual orientation,
gender identity,	marital status,
sexual identity,	familial status,

**Every person or business** subject to the Tucson City Code, Chapter 17, must post a Notice of Non-discrimination, in a conspicuous place. Additional copies of this notice are available on our web site at [www.tucson.gov/employees/17-notice](http://www.tucson.gov/employees/17-notice) (link to the Chapter 17 Codebook link) or you can obtain one from the Office of Equal Opportunity Programs (OEOP).

**Why is this information important?**

To assist in preventing and/or correcting acts of discrimination. This saves effort, expense and improves your operations.

**Complaint Process**

**Who May File A Complaint?**

Any individual claiming to be aggrieved

**NOTICE**

The City of Flagstaff is committed to nondiscrimination and fair treatment of its residents, visitors and employees. It is the policy of the City of Flagstaff to eliminate prejudice and discrimination due to race, color, religion, sex, age, disability, national origin, veteran's status, sexual orientation, or gender identity or expression, in places of public accommodation and in employment.

You may file a complaint of discrimination within the city limits of Flagstaff in employment and public accommodation, based upon race, color, religion, sex, age, disability, national origin, veteran's status, sexual orientation, or gender identity or expression. All complaints related to race, color, religion, sex, age, disability and national origin should be filed in accordance with State and Federal requirements.

Section 14-02-001-0003 Prohibited Acts. It is a violation of this article:

A. For any owner, operator, lessee, manager, agent or employee of any place of public accommodation to discriminate against any person, or directly or indirectly employ, contract, purchase or sell any advertisement, notice or communication which states or implies that any facility or service shall be refused or restricted because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression, or that any person, because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression, would be unwelcome, objectionable, unacceptable, undesirable or not solicited.

B. For any owner, because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression to refuse to hire or employ any person, or to hire or to discharge from employment such person, or to discriminate against such person in compensation or in terms, conditions or privileges of employment.

C. For a labor organization, because of race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression to exclude, reject, limit or restrict from its membership such person, or to provide only second class or affiliated membership, or to discriminate in any manner against any of its members or against any employee or any person employed by an employee.

D. For any employer or employment agency to print or circulate, or cause to be printed or circulated, any publication, or to use any form of application for employment, or to make any inquiry in connection with prospective employment, which expresses, directly or indirectly, any limitation, specification or discrimination as to race, color, religion, sex, age, disability, veteran's status, national origin, sexual orientation, or gender identity or expression.

E. For any employer, labor organization or employment agency to discharge, reject or otherwise discriminate against any person because he/she has opposed in a lawful manner any practice forbidden under this chapter, or because he/she has filed a complaint, testified or assisted in any proceeding under this chapter.

F. For any person to cause or attempt to cause an employee to discriminate against an individual in violation of this chapter.

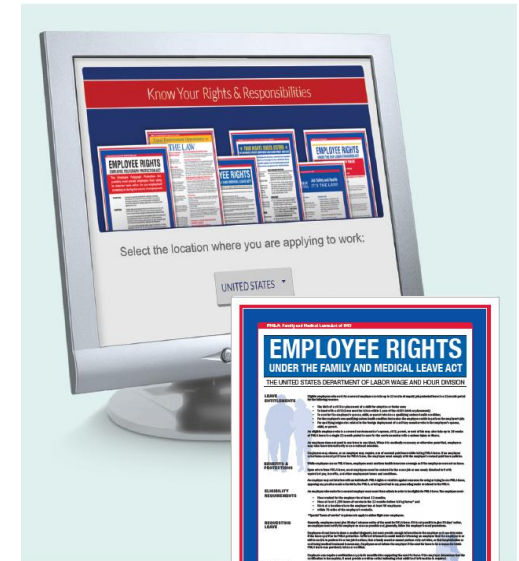
G. For any person to aid, abet, incite, compel or coerce the doing of any of the acts forbidden under this chapter or to attempt to do so.

H. For any person to discriminate in places of public accommodation or employment against any person, because that person has made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this chapter.

**City of Flagstaff Civil Rights**  
[www.flagstaff.az.gov](http://www.flagstaff.az.gov)  
 (928) 313-5071

# ComplyRight™ Online Applicant Poster Service

- Developed to help businesses comply with federal, state and local posting laws for online applicants
- Provides a link to all required postings with 24/7 accessibility through your applicant tracking site or company website
- Includes 365 days of monitoring by our in-house legal team, and automatic updates with every mandatory change
- City/county postings automatically included
- Available in English/Spanish for every state
- Federal contractor options also available



## How It Works

1. To get started, let us know which postings you want to make available to your online applicants by simply selecting your states and language options
2. We will send you a custom link to add to your online applicant tracking site or job posting site, which will provide applicants immediate access to all applicable postings
3. Once you post the link, there is no further action required on your part – we host the images and update the postings behind the scenes to ensure accuracy
4. When your job applicants click on the link, it will direct them to a menu to select and view applicable postings



**Complete Posting  
Compliance:  
Federal/State/Local  
Coverage Guaranteed.**

For more information,  
please contact:

**Peter Fray**  
Compliance Specialist  
954.970.5702  
[pfray@hrdirect.com](mailto:pfray@hrdirect.com)