OSHA Job Safety and Health IT'S THE LAW!

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 speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- 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.

at least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

inimum hourly wage, the employer must make up the difference.

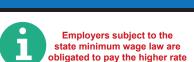
Employers must:

- 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
- 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



Federal Minimum Wage

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can readily see it.



CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the

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 o express breast mills. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employer

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/ or recommend criminal prosecution. 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 enalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious

injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements

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

Pregnant Workers Fairness Act (PWFA)

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accommodations" to qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue hardship is defined as causing significant difficulty or expense.

"Reasonable accommodations" are changes to the work environment or the way things are usually done at work WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS? Being able to sit or drink water

Receiving closer parking Having flexible hours

Change your name?

Your tax credits?

- Receiving appropriately sized uniforms and safety apparel
- Receiving additional break time to use the bathroom, eat, and rest Taking leave or time off to recover from childbirth
- Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS? Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include:
- Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity
- The ADA which prohibits employment discrimination based on disability (enforced by the EEOC) 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
- The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor) Learn more at www.EEOC.gov/Pregnancy-Discrimination

IRS Withholding

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you...

Gain or lose a dependent?

Changes to these terms must be in writing at least seven (7) calendar days before they become effective.

Were there major changes to. Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a iob)? Your itemized deductions?

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Labor Law Abstract

Payment of Wages Act When an employee is hired, the employer must notify the employee in writing of:

 the wages agreed upon • the normal hours the employee will work the time and place wages will be paid

• the deductions an employer may make from wages, including insurance



Employers must pay employees all wages due each pay period. Employers must also give employees an itemized statement showing gross pay and all deductions made each pay period and maintain records of wages paid for three years. Employers who violate the Payment of Wages Act are subject to a civil penalty of \$100 for each violation. Employees can recover up to three times the fu

amount of unpaid wages, costs, and attorney's fees in a civil action.

To report a suspected violation, or for recordkeeping or other questions involving the Payment of Wages Act, or to order a copy of the Payment of Wages Act, please contact the Office of Wages and Child Labor at the address and number listed below.

Child Labor No employer in this State shall engage in any oppressive child labor practices. Oppressive child labor includes employment of any minor in any occupation declared by the Director of Labor, Licensing and Regulation to be particularly hazardous or detrimental to the health or well being of minors Oppressive child labor also includes employment of minors who are 14 or 15 years old under the following conditions:

• Before 7 a.m. or after 7 p.m. (9 p.m. during the period of summer break of the school district in which the minorresides) More than 18 hours during schoolweeks

 More than 40 hours in non-schoolweeks More than 8 hours on non-school days

For details involving child labor provisions, please contact the Office of Wages and Child Labor at the address and number listed below.

SC LLR - Office of Wages and Child Labor P.O. Box 11329

Columbia, South Carolina 29211-1329 (803)-896-4470 www.llronline.com

Right-to-Work The right to work of a person in South Carolina cannot be denied, interfered with, or abridged because the person belongs – or does not belong – to a labor union. An employer, labor organization, or other person who violates a worker's rights under these provisions is guilty of a misdemeanor, and, upon conviction, must be punished by imprisonment for not less than ten days nor more than thirty days, a fine of not less than one thousand dollars but

not more than ten thousand dollars, or both. In addition, the employer, labor organization, or other person is subject to a lawsuit by the aggrieved worker. For more information, call 803-896-4470. **Immigrant Worker**

More than 3 hours on school days

The "South Carolina Illegal Immigration and Reform Act" requires all employers to verify the legal status of new employees and prohibits employment of any worker who is not legally in this country and authorized to work.

After July 1, 2009, all businesses in South Carolina are imputed a South Carolina employment license which permits an employer to hire employees. The imputed employment license remains in effect as long as the business abides by the law. Effective January 1, 2012, all South Carolina employers are required to enroll in the U.S. Department of Homeland Security's E-Verify program and

verify the status of new employees within three business days, using E-Verify. Failure to use E-Verify to verify new hires will result in probation for the employer or suspension/revocation of the employer's business licenses

Payday Notice

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

PAY SCHEDULE IS

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

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

PAYCHECKS ARE ISSUED ON THE

AMBULANCE: FIRE-RESCUE: **HOSPITAL:** PHYSICIAN: **ALTERNATE** POLICE: OSHA: **HAZARDOUS MATERIAL**

Emergency Notice





Family Medical Leave Act EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and nedical 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 servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate

blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave?

You are an eligible employee if all of the following 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.

Airline flight crew employees have different "hours of service" requirements You work for a **covered employer if one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

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, Give notice at least 30 days before your need for FMLA leave, or

• If advance notice is not possible, give notice as soon as possible You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions.

Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do? If you are eligible for FMLA leave, your employer must:

· Allow you to take job-protected time off work for a qualifying reason · Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and • Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave. 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

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

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

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: • you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of

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

service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

HEALTH INSURANCE PROTECTION

and present members of the uniformed services, and applicants to the uniformed services.

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.

• 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., preexisting condition exclusions) except for service-connected illnesses or injuries. **ENFORCEMENT**

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERR. 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 request 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

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.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement









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 employment. **PROHIBITIONS**

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

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with

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 court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd

WAGE AND HOUR DIVISION **UNITED STATES DEPARTMENT OF LABOR**

respect to lie detector tests.







State OSHA

Under the South Carolina Occupational Safety and Health Act, the State is responsible for the enforcement of occupational safety and health standards in all workplaces, both public and private, within the state of South Carolina. However, longshoring, shipbuilding, ship repairing and shipbreaking operations covered by the Longshoremen and Harbor Workers'

Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or physical harm to his employees, and shall comply with occupational safety and health standards promulgated by the Director of LLR. Employers must report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations, and losses of an eye within 24 hours. Reporting may be accomplished by telephone at (803)896-7672 or in person at 121 Executive Center Drive, Suite 230, Columbia, SC 29211.

Discrimination:

Each employee shall comply with occupational safety and health standards and all rules, regulations and orders issued by the director of Labor, Licensing and Regulation which are applicable to his own actions and conduct. Any employee or his representative may request an inspection of his place or site of employment. Any employee may file a complaint, eithe verbally or in writing. Complaint forms and filing information may be found on our website or will be provided, upon request, by the South Carolina Department of Labor, Licensing and Regulation.

Employers and employees have the right to participate in inspections by means of bringing to the attention of the inspecting officer possible violations which exist in their area of work and the right to participate in the walk-around inspection. The inspecting officer shall have the right to determine the number of persons participating in the walk-around inspection. Under state law, when the authorized representative of the employees accompanies the inspecting officer during a walk-around inspection,

he shall not suffer any loss of wages or other benefits which would normally accrue to him. Where there is no authorized representative, the inspecting officer will consult with a reasonable number of employees concerning matters of safety and health in the workplace.

State and federal laws prohibit discrimination against any employee if he files a complaint or causes any proceeding under or related to this Act or is about to testify in any such proceedings or because of the exercise by any employee on behalf of himself or others of any right afforded under state and federal law. The Director of Labor, Licensing and Regulation or the nearest federal OSHA offices must be notified within thirty (30) days after such discriminatory act occurs. State and local government employees should file such complaints with the Director, South Carolina Department of Labor, Licensing and Regulation. A public sector employee believing that he has been discharged or otherwise discriminated against by any person in violation of Section 41-15-510 may proceed with a civil action pursuant to the provisions contained in Chapter 27, Title 8.

Citations listing the alleged violations during an inspection will be mailed to the employer with reasonable promptness. State law requires such citations be promptly posted at appropriate places for employee information for three (3) days, or until the violations are corrected, whichever is later, to warn employees of dangers that may exist.

An employer who receives a citation for a serious violation may be assessed a penalty up to seven thousand (\$7,000) dollars for each such violation. Any employer who willfully violates an occupational safety and health rule or regulation may be assessed a penalty not more than seventy thousand dollars (\$70,000) for each violation. Any employer who willfully violates an occupational safety and health rule or regulation and the violation causes death to an employee shall be deemed guilty of a misdemeanor and, upon conviction, be punished by fine, imprisonment or both.

An employer may be assessed a penalty up to seven thousand (\$7,000) dollars for a non-serious violation.

Under a plan approved November 30, 1972 by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of South Carolina is providing job safety and health protection for workers throughout the State. Federal OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the Regional Office of OSHA, U.S. Department of Labor, 61 Forsyth Street S.W., Room 6T50, Atlanta, Georgia 30303.



If you are injured on the job, you should:

We are operating under and subject to the South Carolina Workers' Compensation Act

Workers' Compensation Provider Name

SC LLR - Office of OSHA Compliance P.O. Box 11329 Columbia, South Carolina 29211 - 1329 (803) 896-7665 www.scosha.llronline.com

For more information, contact:



Claims Telephone Number

Workers' Compensation Workers' Compensation Compliance Poster

employer or general authorized agent. Failure to give such immediate notice may be the cause of serious delay in the payment of compensation to the injured employee or his or her dependents and may result in failure to receive any compensation benefits under the law. 1. Pays 100% of your medical bills and some other expenses. 2. Compensates you for 66 2/3% of your salary, limited to the maximum wage set by law, if you are unable to work for more than seven (7) calendar days.

In case of accidental injury or death to an employee, the injured employee, or someone acting in his or her behalf, must give immediate notice to the

1. Notify your employer at once. You cannot receive benefits unless your employer knows you are injured. 2. Tell the doctor your employer sends you to that you are covered by workers' compensation. 3. Notify the Workers' Compensation Provider listed on this poster or the South Carolina Workers' Compensation Commission at 803.737.5700 if you experience undue delays or problems with your claim.

Mailing Address

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

South Carolina Workers' Compensation Commission P.O. Box 1715, 1333 Main Street, Suite 500 Columbia, S.C. 29202-1715 803-737-5700 www.wcc.sc.gov

Equal Employment Opportunity

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

• Employees (current and former), including managers and

temporary employees Job applicants Union members and applicants for membership in a union

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

· Educational institutions (as employers)

Unions

Benefits

Updated 4/23

Job training

Staffing agencies

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

 Religion National origin

 Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older)

 Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or

• Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off

Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Assignment Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice

Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding • Conduct that coerces, intimidates, threatens, or interferes

with someone exercising their rights, or someone assisting

or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not

delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: **Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

Call 1–800–669–4000 (toll free)

-800-669-6820 (TTY)

1-844-234-5122 (ASL video phone) **Visit** an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

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

protected under Federal law from discrimination on the following

EMPLOYERS HOLDING FEDERAL CONTRACTS OR

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 **Asking About, Disclosing, or Discussing Pay**

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 qualified individuals with disabilities at all levels of employment, including the executive level.

Protected Veteran Status as amended, 38 U.S.C. 4212, prohibits employment discrimination

Retaliation 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

authorities should contact immediately: U.S. Department of Labor

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL **ASSISTANCE**

national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or

Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with perform the essential functions of the job.

South Carolina Child Labor Regulations Summary

Minors Under Age 14

1) Minors under age 14 may work in any aspect of show business, such as acting or performing in a theatrical, television, radio, or film production. 2) Minors ages 12 and 13 may work during non-school sessions in non-hazardous farm jobs with written parental consent. Minors ages 12 and 13 may engage in farm labor at any agricultural establishment at which the minor's parents are employed. At any age, minors may work in any business or establishment solely owned and operated by the parent of the minor.

The parental supervision exemption is precluded in occupations deemed hazardous, as defined in the 17 hazardous occupations orders of the Fair Labor Standards Act. At any age, minors may deliver newspapers to consumers. Minors Ages 14 and 15

 Cleanup work Car washing and polishing Operating gas pumps and performing other courtesy services Cleaning vegetables and fruits and wrapping, sealing, labeling, weighing, pricing and stocking goods • Delivery and errand work by foot, bicycle or public transportation

Assembling orders, packing and shelving

Bagging and carrying out orders Serving foods and beverages

 Public utility duties Work involving the use of ladders or scaffolding Work involving food preparation or the use of grinders The operation of lawnmower and golf carts.

Please Note: Minors ages 14 and 15 may not work: During school hours Before 7 a.m. or after 7 p.m. (9 p.m. during the period of summer break of the school district in which the minor resides) More than 18 hours during school weeks

responsibilities require or the employer requests. Minors ages 16 and 17 may not engage in any occupation deemed hazardous, as defined under the 17 Hazardous Occupations Orders of the Fair Labor Standards Act.

The child labor laws do not apply to employees who are 18 or over. If you are 18 years old, you may work at any time in any job. If you are 16 or 17 years old, you may work in any occupation except those declared hazardous by the Secretary of Labor. The 17 Hazardous Occupations Orders for non-farm work deal with the following:

3. Coal mining 4. Logging and sawmilling 5. Power-driven woodworking machines 6. Exposure to radioactive substances and to ionizing radiations

7. Power-driven hoisting apparatus

16. Roofing operations

9. Mining, other than coal mining 10. Meat packing or processing 11. Power-driven bakery machines 12. Power-driven paper products machines 13. Manufacturing brick, tile, and related products 14. Power-driven circular saws, band saws and guillotine shears

15. Wrecking, demolition, and ship-breaking operations

8. Power-driven metal-forming, punching and shearing machines



Questions or requests for additional information may be directed to: South Carolina Department of Labor, Licensing and Regulation, Office of Wages and Child Labor 110 Centerview Drive P. O. Box 11329 Columbia, S.C. 29211-1329 David Love or Dana Hinton (803) 896-7756 Wages and Child Labor Fax: (803) 896-7680

Unemployment Insurance

This establishment may be covered by the S.C. Unemployment Compensation Law. If you become unemployed, contact your local SC Works center for assistance with employment opportunities. To find a listing of our SC Works centers, visit: https://dew.sc.gov/about-dew/locations. If no job is immediately available, you may be eligible for unemployment insurance. If only part time work is available, you may be eligible for partial benefits. Apply online anytime, anywhere at mybenefits.dew.sc.gov.

fund unemployment insurance through deductions from pay. Employers fund unemployment insurance through tax contributions. Don't confuse unemployment insurance with old age, survivors and disability insurance. The amount deducted from your wages as Social Security

unemployment insurance tax. If you have lost your job due to domestic violence, there is a possibility you may be eligible for unemployment insurance benefits.

State Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on

the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as

Stephani Frese, EO Officer, SCDEW, Post Office Box 908, Columbia SC 29202

Director, Civil Rights Center (CRC), U.S. Department of Labor

CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION Complete a questionnaire: - Online at www.schac.sc.gov Under state law an employer may not discriminate against you on the bases

laws that protect employees and applicants from employment discrimination. **Examples of Illegal Employment Practices:** Failure to hire or promote

The South Carolina Human Affairs Commission (SCHAC) enforces state and federal

pregnancy, childbirth, or related medical condition, including, but not limited to,

Retaliation or conduct, that might reasonably discourage someone from:

Pay (Unequal wages or compensation) or Benefits

Unlawful Discipline/Demotion/Suspension

or participating in an investigation or proceeding

Applying different terms and conditions of employment

unwelcome verbal or physical conduct or Intimidation

opposing discrimination

Harassment including:

How to report unlawful discrimination

filing a charge

a disability

Failure to provide reasonable accommodation due to:

sincerely held religious belief, observance, or practice.

The mission of the SC Human Affairs Commission is to eliminate and prevent unlawful discrimination in: Employment on the bases of Race, Color, National Origin, Religion,

1026 Sumter Street, Suite 101 Columbia, SC 29201 www.schac.sc.gov

· 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 the SC Human Affairs

Sex (including pregnancy, childbirth, or related medical condition, sexual orientation, on the bases of: Race, Color, National Origin or Religion. South Carolina Human Affairs Commission

inquiring about, disclosing, or discussing their compensation or the

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

nondiscrimination or affirmative action obligations under OFCCP's

The Office of Federal Contract Compliance Programs (OFCCP) 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

"Contact Us" webpage at https://www.dol.gov/agencies/ofccp/

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

activities which receive Federal financial assistance.

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

Generally, no employment is authorized for minors under the age of 14, under South Carolina Child Labor Statute, §41-13-20. Employment of any minor under age 14 is defined as oppressive child labor Exemptions from this restriction apply under the following specific circumstances:

Minors ages 14 and 15 may work in office, clerical and sales jobs. They also may work in a number of jobs in retail, food service and gasoline service establishments, such as Cashiering, price marking and tagging (by hand or machine)

But they may not engage in the following work activities: Warehousing and storage

· Any occupation deemed hazardous, as defined under 17 Hazardous Occupations Orders of the Fair Labor Standards Act.

 More than 3 hours on school days · More than 40 hours in non-school weeks More than 8 hours on non-school days Minors ages 16 and older are exempt from the hour and scheduling restrictions. They may work as many daily and weekly hours as the job

 Manufacturing or storing explosives 2. Driving a motor vehicle and being an outside helper

17. Excavation operations

Workers Pay No Part of the Cost for Unemployment Insurance **Unemployment Insurance Tax:** Often unemployed workers tell us that unemployment insurance is due them "because they have paid for it." In South Carolina, employees do not

is your contribution to old-age, survivors and disability insurance. The employer contributes an equal amount, in addition to his payment of the full

communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities. WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

Employment Discrimination

Commission promptly when discrimination is suspected. Employers including state agencies, local governments (as employers), educationa institutions (as employers), and local subdivision thereof, shall POST, KEEP POSTED. AND MAINTAINED IN CONSPICUOUS PLACES UPON THEIR

If you believe discrimination has occurred, contact the South Carolina Human Affairs

Phone: (803) 737-7800 Toll-Free: 1-800-521-0725 ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER, INC.

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for

or electronically as directed on the CRC website at www.dol.gov/crc. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your

- Call us at (803) 737-7800 or Toll-Free at 1-800-521-0725 of: Race, Color, National Origin, Religion, Age (40+) or Disability, Sex (Including pregnancy, childbirth, or related medical conditions, sexual orientation, or gender 1026 Sumter Street, Suite 101 Columbia, SC 29201

PREMISES, where notices to employees and applicants are customarily posted

or gender identity), Age (40+), or disability; Housing on the bases of: Race, Color, National Origin, Religion, Sex, Familial Status or Disability; Public Accommodations