CALIFORNIA MINIMUM WAGE

PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER - OFFICIAL NOTICE California Minimum Wage MW-2025

Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following: Effective January 1, 2025 Minimum Wage: \$16.50 per hour *See Sec. 2 below Effective January 1, 2024 Minimum Wage: \$16.00 per hour Effective January 1, 2023 Minimum Wage: \$15.50 per hour

EFFECTIVE DATE	Employers with 25 or Fewer Employees*		Employers with 26 or More Employees *	
January 1, 2022	\$14.00		\$15.00	
byees treated as employed by a single qualified taxpayer pursuant to Revenue exation Code section 23626 are treated as employees of that single taxpayer. To exers and representatives of persons working in industries and occupations in the f California: ARY OF ACTIONS TAKE NOTICE that on April 4, 2016, the Governor of California		Standards Enforcement office. 1. APPLICABILITY The provisions of this Order shall not apply to outside salespers and individuals who are the parent, spouse, or children of the employer previo contained in this Order and the IWC's industry and occupation orders. Exceptions modifications provided by statute or in Section 1, Applicability, and in other section.		

SUMMA

all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor enforceable and applicable to the employer. Code.) and, in 2023, raised the minimum wage payable by certain Fast Food Restaurant 2. MINIMUM WAGES Every employer shall pay to each employee wages not less than those employers (AB 1228, Stats. 2023) and Healthcare Facility employers (SB 525, Stats. 2023; stated above, on each effective date, per hour for all hours worked, except the following who SB 828, Stats. 2024; and SB 159, Stats. 2024). Pursuant to its authority under Labor Code shall pay no less than the specified minimum wage to each employee: Fast Food Restaurant section 1182.13, the Department of Industrial Relations amends and republishes Sections employers under Part 4.5.5, of Division 2 of the Labor Code (commencing with Labor Code 2, 3, and 5 of the General Minimum Wage Order, MW-2025. Section 1, Applicability, and section 1474), effective April 1, 2024; and Healthcare Facility employers under Labor Code section 4, Separability, have not been changed. Consistent with these enactments, section 1182.14, effective October 16, 2024. Note: Supplements to this order containing mendments are made to the minimum wage, and the meals and lodging credits minimum wage rates applicable for Fast Food Restaurant and Healthcare Facility employees, sections of all of the IWC's industry and occupation orders. This summary must be made respectively, are available online at the website address in the Summary of Actions above. available to employees in accordance with the IWC's wage orders. Copies of the full text

3. MEALS AND LODGING CREDITS - TABLE When credit for meals or lodging is used dir.ca.gov/iwc/WageOrderIndustries.htm or by

LODGING

Room shared

Lunch

Room occupied alone

and in no event more than:

Apartment – two thirds (2/3) of the ordinary re

Where a couple are both employed by the employ (2/3) of the ordinary rental value, and in no event

so credited may not be more than the amounts stated in the table above.

signed legislation passed by the California Legislature, raising the minimum wage for of the IWC's industry and occupation orders may be used where such provisions are

and IWC Industry and Occupation Orders

of the amended wage orders may be obtained by downloading online at https://www. to meet part of the employer's minimum wage obligation, the amounts so credited

pursuant to a voluntary written agreement may not be more than the following:							
EFFECTIVE:	JANUARY 1, 2022		JANUARY 1, 2023	January 1, 2024	January 1, 2025		
For an employer who employs:	26 or More Employees	25 or Fewer Employees	All Employers regardless of number of Employees	All Employers regardless of number of Employees	All Employers regardless of number of Employees	4	
	\$70.53 /week	\$65.83 /week	\$72.88 /week	\$75.23 /week	\$77.58 /week	•	
	\$58.22 /week	\$54.34 /week	\$60.16 /week	\$62.10 /week	\$64.04 /week		
s (2/3) of the ordinary rental value, han:	\$847.12 /month	\$790.67 /month	\$875.33 /month	\$903.60 /month	\$931.88 /month	1	
employed by the employer, two thirds tal value, and in no event more than:	\$1253.10 /month	\$1169.59 /month	\$1294.83 /month	\$1,336.65 /month	\$1,378.49 /month	1	
	\$5.42	\$5.06	\$5.60	\$5.78	\$5.96		
	\$7.47	\$6.97	\$7.72	\$7.97	\$8.22	ſ	
	\$10.02	\$9.35	\$10.35	\$10.68	\$11.01		

Meals or lodging may not be credited against the minimum wage without a voluntary provisions thereof shall not be affected thereby, but shall continue to be given full force written agreement between the employer and the employee. When credit for meals or and effect as if the part so held invalid or unconstitutional had not been included herein lodging is used to meet part of the employer's minimum wage obligation, the amounts 5. AMENDED PROVISIONS This Order amends the minimum wage and meals and lodging credits in MW-2024, as well as in the IWC's industry and occupation orders. L SEPARABILITY If the application of any provision of this Order, or any section, (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other subsection, subdivision, sentence, clause, phrase, word or portion of this Order should changes to the IWC's industry and occupation orders.

be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining These Amendments to the Wage Orders shall be in effect as of January 1, 2025. Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet a www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield

UNEMPLOYMENT INSURANCE

Eentro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys

EDD Employment Development Department

Your employer is registered with and reporting wages to the Employment Development Department (EDD) as required by law. Wages are used for the following benefit programs, which are available to you.

NOTICE TO EMPLOYEES

UNEMPLOYMENT INSURANCE Funded entirely by employer's taxes

Provides partial wage replacement when you are unemployed or your hours are reduced due to no fault of your own. You must meet all eligibility requirements to receive unemployment benefits.

Visit File for Unemployment (edd.ca.gov/unemployment) to learn how to apply for benefits.

DISABILITY INSURANCE

Funded entirely by employees' contributions

Funded entirely by employees' contributions

Provides partial wage replacement when you are unable to work because of a non-work-related illness, injury, pregnancy, or disability. You must meet all eligibility requirements to receive disability benefits.

Visit **Disability Insurance** (edd.ca.gov/Disability/Disability_Insurance.htm) to learn how to apply for benefits.

Provides partial wage replacement when you need to take time off work to:

• Care for a seriously ill family member.

PAID FAMILY LEAVE

- Bond with a new child. · Participate in a qualifying event because of a family member's military deployment to a foreign country.
- Visit California Paid Family Leave (edd.ca.gov/PaidFamilyLeave) to learn how to apply for benefits.

Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the **EDD** (edd.ca.gov).

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay

DE 1857A Rev. 45 (1-22) (Internet

EDD NOTICE TO EMPLOYEES

NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS

Unemployment Insurance benefits.

 Unemployed or working less than full-time. and to accept work, and looking for work.

Employees of Educational Institutions: Unemployment Insurance benefits based on wages earned while employed by

a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at Cantonese 1-800-547-3506 the end of the recess period (California Unemployment Insurance Code section Note: Waiting to file a claim could delay benefits. 1253.3). Benefits based on other covered employment may be payable during EDD representatives are available Monday through recess periods if the unemployed individual is in all other respects eligible, and Friday between 8 a.m. and 12 noon (Pacific Time). the wages earned in other covered employment are sufficient to establish an

each employee has been trained in the hazards unique to each job assignment.

This employer is registered under the California Unemployment Insurance Unemployment Insurance claim after excluding wages earned from a public or Code and is reporting wage credits to the Employment Development nonprofit educational institution(s). Department (EDD) that are being accumulated for you to be used as a basis for Note: Some employees may be exempt from Unemployment and Disability

Insurance coverage

ou may be eligible to receive Unemployment Insurance benefits if you are: The fastest way to file for Unemployment Insurance (UI) is with UI Online (II) The fastest way to file for Unemployment Insurance (UI) is with UI Online (II) The fastest way to file for Unemployment Insurance (UI) is with UI Online (II) The fastest way to file for Unemployment Insurance (UI) is with UI Online (II) The fastest way to file for Unemployment Insurance (UI) is with UI Online (III) The fastest way to file for Unemployment Insurance (UI) is with UI Online (III) The fastest way to file for Unemployment Insurance (UI) is with UI Online (III) The fastest way to file for Unemployment Insurance (UI) is with UI Online (III) The fastest way to file for Unemployment Insurance (UII) is with UI Online (III) The fastest way to file for Unemployment Insurance (UII) is with UI Online (III) The fastest way to file for Unemployment Insurance (UII) Insurance (III) The fastest way to file for Unemployment Insurance (UII) Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) The fastest way to file for Unemployment Insurance (III) Th at www.edd.ca.gov/UI_Online. • Out of work due to no fault of your own and physically able to work, ready You may also file for Unemployment Insurance by calling toll-free from

anywhere in the U.S. at: English 1-800-300-5616 Mandarin 1-866-303-0706 Spanish 1-800-326-8937 Vietnamese 1-800-547-2058

TTY (nonvoice) 1-800-815-9387

EDD Employmen Developmen Departmen DF 1857D Rev. 19 (7-18

$\star\star\star\star\star\star$ LABOR LAW POSTER $\star\star\star\star\star$ **WORKERS' COMPENSATION**

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS Division of Workers' Compensation

NOTICE TO EMPLOYEES - INJURIES CAUSED BY WORK

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation cover: most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over). Benefits. Workers' compensation benefits include: • Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that ar

reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupation • Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for mor than 104 weeks within five years from the date of injury. • Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical of • Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury cause

 Death Benefits: Paid to your dependents if you die from a work-related injury or illness. i<mark>ming Your Own Physician Before Injury or Illness (Predesignation).</mark> You may be able to choose the doctor who will treat you for a joi injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new employees

permanent disability, and your employer does not offer you regular, modified, or alternative work.

. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department orpolic department. If you need first aid, contact your employer. Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limit lf you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim formwithin one workin day after learning about your injury. Within one working day after you file a claim form, your employer orclaims administrator mus authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicabletreatment guidelines, for your allege

injury until the claim is accepted or rejected.

See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness. · If you predesignated your personal physician or a medical group, you may see your personal physician or the medical groupafter yo · If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will betreated withi the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group ofphysicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information

· If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treatsyou whe

you are injured, unless you predesignated a personal physician or medical group. 4. You may consult a licensed attorney to advise you of your rights under workers' compensation laws. In most instances, attorney's fees wi be paid from your recovery. 5. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated toprovide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to yourwork injury, ther you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPNdoctor for an existing injury you may be required to change to a doctor within the MPN. For more information, see the MPNcontact information below:

MPN Effective Date:

If you need help locating an MPN physician, call your MPN access assistant at

State of California Department of Industrial Relations-Cal/OSHA Publications

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS -

DIVISION OF LABOR STANDARDS ENFORCEMENT

PAY DAY NOTICE

(FIRM NAME

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF

THE CALIFORNIA LABOR CODE.

PLEASE POST

CAL OSHA

P.O. Box 420603, San Francisco, CA 94142-0603

1515 Clay Street, Suite 1901 Oakland, CA 94612

REGULAR PAY DAYS FOR EMPLOYEES OF:

SHALL BE AS FOLLOWS:

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at:

<mark>lination:</mark> It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying i another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and cost estions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance officer. The neare Information & Assistance Officer can be found at location:

useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers." False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement o material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary

participation in any off-duty, recreational, social, or athletic activity DWC 7 (10/2024) that is not part of your work-related duties. EMERGENCY INFORMATION

AMBULANCE PHYSICIAN CAL OSHA Posting is required by Title 8 Section 1512 (e), California Code of Regulations

ACCESS TO MEDICAL AND EXPOSURE RECORDS BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 3204 - YOU HAVE THE RIGHT TO SEE AND COPY

• Your medical records and records of exposure to THESE RECORDS ARE AVAILABLE AT: toxic substances or harmful physical agents. Records of exposure to toxic substances or harmful

physical agents of other employees with work FROM conditions similar to yours. (Person Responsible Safety Data Sheets (SDS) or other information that A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM: exists for chemicals or substances used in the workplace, or which employees may be exposed.

State of California The above information satisfies the requirements of GISO 3204 (g), which may be Department of Industrial CAL OSHA fulfilled by posting this placard in the workplace, Relations Division or by any similar method the employer chooses. of Occupational Safety

www.dir.ca.gov/dosh/dosh1.html Phone: (510) 286-7000 | Fax: (510) 286-7037

www.dir.ca.gov PAYDAY NOTICE NO SMOKING



03/1990 S-500

NO SMOKING **ALLOWED**

Except in designated areas Reference: Section 6404.5 of the California State Labor Code (REV. 06-02)

WHISTLEBLOWER PROTECTION ACT

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or

violating or not complying with a local, state or federal rule or regulation.

WHISTLEBLOWERS ARE PROTECTED

Who is protected?

Pursuant to **California Labor Code Section 1102.5**, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. (California Labor Code Section 1106)

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

- 1. A violation of a state or federal statute,
- 2. A violation or noncompliance with a local, state or federal rule or regulation, or
- 3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

Even if an employee does not engage in such protected activity, but their employer believes they did or will engage in protected activity in the future, they are perceived to be a whistleblower and are protected.

What protections are afforded to whistleblowers?

- 1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- 2. An employer may not retaliate against an employee who is a whistleblower or is perceived to be a whistleblower.
- 3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- 4. An employer may not retaliate against an employee for having exercised their rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages and civil monetary penalties, and take other steps necessary to comply with the law.

How to report improper acts If you have information regarding possible violations of state or federal statutes, rules, or

regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

PAID SICK LEAVE

Division of Labor Standards Enforcement - Office of the Labor Commissioner THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT **HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 • PAID SICK LEAVE** (as amended effective 1/1/2024)

• An employee who, on or after July 1, 2015, works in California for 30 or more days within • An employee may use paid sick days beginning on the 90th day of a year from the beginning of employment is entitled to paid sick leave. • Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the • An employer shall provide paid sick days upon the oral or written request employee's regular wage rate. Accrual shall begin on the first day of employment or July of anemployee for themselves or a family member for the diagnosis, care

 An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required. · Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the requirements.

employment and may be capped at 80 hours or 10 days.

1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of

• An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

assault, or stalking.

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee. For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone

please contact your employer for details.

or treatment of an existing health condition or preventive care, or specified

purposes for anemployee who is a victim of domestic violence, sexual

• Taking PDL may impact certain of your benefits and your seniority date

· Give your employer reasonable notice. To receive reasonable

accommodation, obtain a transfer, or take PDL, you must give your

employer sufficient notice for your employer to make appropriate

plans. Sufficient notice means 30 days advance notice if the need for

the reasonable accommodation, transfer, or PDL is foreseeable, or as

Provide a written medical certification from your health care provider.

Except in a medical emergency where there is no time to obtain it, you

employer may require you to supply a written medical certification

rom your health care provider of the medical need for your reasonable

accommodation, transfer or PDL. If the need is an emergency or

unforeseeable, you must provide this certification within the time

frame your employer requests, unless it is not practicable for you to do

so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit

the certification. See if your employer has a copy of a medical

• Please note that if you fail to give your employer reasonable advance

notice or, if your employer requires it, written medical certification of

your medical need, your employer may be justified in delaying your

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT

months of service with an employer, and have worked at least 1,250

certification form to give to your health care provider to complete.

soon as practicable if the need is an emergency or unforeseeable.

Civil Rights

Departmen^{*}

CALOSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT SAFETY AND HEALTH PROTECTION ON THE JOB

Department of Industrial Relations

result in a minimum civil penalty of \$5,000.

WHAT AN EMPLOYER MUST NEVER DO:

OSHA investigator inspecting your workplace.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

always obey state workplace safety and health laws.

the employee or other employees.

Never allow an untrained employee to perform hazardous work.

Consult your local telephone directory for the office nearest you.

To keep the workplace and your coworkers safe, you should tell your employer about any

hazard that could result in an injury or illness to an employee. While working, you must

3419 Broadway St., Ste. H8, American Canyon 94503

1065 East Hillsdale Bl., Ste. 110, Foster City 94404

7718 Meany Ave., Bakersfield 93308

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

below). Your name is not revealed by Cal/OSHA, unless you request otherwise.

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm. SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

All employers must provide work and workplaces that are safe and healthful. In other words, Employers who use any substance that is listed as a hazardous substance in California Code

as an employer, you must follow state laws governing job safety and health. Failure to do so of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the

can result in a threat to the life or health of workers, and substantial monetary penalties. Hazard Communication standard (www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and You must display this poster in a conspicuous place where notices to employees are training on how to use hazardous chemicals safely customarily posted so everyone on the job can be aware of basic rights and responsibilities. You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee's the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/

collective bargaining representative, or an employee's physician. title8/3203.html) and provide access to employees and their designated representatives. Employees have the right to see and copy their medical records and records of exposure to You must be aware of hazards your employees face on the job and keep records showing that potentially toxic materials or harmful physical agents. Employers must allow access by employees or their representatives to accurate records of You must correct any hazardous condition that you know may result in injury to employees.

employee exposures to potentially toxic materials or harmful physical agents, and notify Failure to do so could result in criminal charges, monetary penalties, and even incarceration. employees of any exposures in concentration or levels exceeding the exposure limits allowed You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can Any employee or their representative has the right to observe monitoring or measuring of

employee exposure to hazards conducted to comply with Cal/OSHA regulations.

WHEN CAL/OSHA COMES TO THE WORKPLACE: Never permit an employee to do work that violates Cal/OSHA workplace safety and health A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make

sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/OSHA. Never permit an employee to be exposed to harmful substances without providing adequate Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality. When an inspection begins, the Cal/OSHA investigator will show official identification.

The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given As an employee, you (or someone acting for you) have the right to file a confidential the same opportunity. Where there is no authorized employee representative, the investigator will complaint and request an inspection of your workplace if you believe conditions there are talk to a reasonable number of employees about safety and health conditions at the workplace. unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see **VIOLATIONS, CITATIONS, AND PENALTIES:**

If the investigation shows that the employer has violated a safety and health standard or You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/ order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, You and your designated representative have the right to access the employer's IIPP. Any may be issued in lieu of a citation for certain non-serious violations. employee has the right to refuse to perform work that would violate an occupational safety

or health standard or order where such violation would create a real and apparent hazard to Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful and minimum and maximum penalty amounts are set forth in California Code of Regulations, working conditions, or for otherwise exercising your rights to a safe and healthful workplace. title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that If you feel that you have been fired or punished for exercising your rights, you may file a causes death or permanent impairment of the body of any employee can result, upon complaint about this type of discrimination by contacting the nearest office of the California conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the Department of Industrial Relations, Division of Labor Standards Enforcement (Labor employer is a corporation or limited liability company, the fine may be up to \$1.5 million. Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government The law provides that employers may appeal citations within 15 working days of receipt to agencies may only file these complaints with the California Labor Commissioner's Office.) the Occupational Safety and Health Appeals Board.

> An employer who receives a citation, Order to Take Special Action, or Special Order must post it or a copy, including the enclosed multi-language employee notification, prominently at or near the place of the violation or unsafe condition for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

Call the FREE Worker Information Helpline – (833) 579-0927

(707) 649-3700

(661) 588-6400

(650) 573-3812

(510) 794-2521

(559) 445-5302

(424) 450-2630

(213) 576-7451

(209) 545-7310

(626) 239-0369

(510) 622-2916

(530) 224-4743

(916) 263-2800

(909) 383-4321

(619) 767-2280

(415) 557-0100

(714) 558-4451

(818) 901-5403

(415) 557-0300

(916) 263-2803

(714) 558-4300

(626) 471-9122

Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact

a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 - Telephone (510) 286-7000 **Cal OSHA Consultation Services**

American Canyon Bakersfield **Foster City** Fremont Fresno Long Beach Los Angeles Modesto Monrovia Oakland Redding Sacramento San Bernardino San Diego San Francisco Santa Ana

District Offices

HELP IS AVAILABLE:

obtaining information.

39141 Civic Center Dr., Ste. 310, Fremont 94538 2550 Mariposa St., Rm. 4000, Fresno 93721 1500 Hughes Way, Suite C-201, Long Beach 90810 320 West Fourth St., Rm. 820, Los Angeles 90013 4206 Technology Dr., Ste. 3, Modesto 95356 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 Van Nuys **Regional Offices** San Francisco

1515 Clay St., Ste. 1303, Box 41, Oakland 94612 381 Hemsted Dr., Redding 96002 1750 Howe Ave., Ste. 430, Sacramento 95825 Sacramento Santa Ana

assure that continued approval ismerited.

464 West Fourth St., Ste. 332, San Bernardino 92401 7575 Metropolitan Dr., Ste. 207, San Diego 92108 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 2 MacArthur Place, Ste. 720, Santa Ana 92707 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401 455 Golden Gate Ave., Rm 9516, San Francisco 94102 1750 Howe Ave., Ste. 440, Sacramento 95825 2 MacArthur Place, Ste. 720, Santa Ana 92707 Monrovia 800 Royal Oaks Dr., Ste. 105, Monrovia 91016

Field / Area Offices Fresno / Central Valley · La Palma / Los Angeles / Orange County

• Oakland/ Bay Area Sacramento / Northern CA San Bernardino San Diego / Imperial County San Fernando Valley

1515 Clay St., Ste 1103 (510) 622-2891 Oakland 94612 1750 Howe Ave., Ste. 490, (916) 263-0704 Sacramento 95825 464 West Fourth St., Ste. 339 (909) 383-4567 San Bernardino 92401 7575 Metropolitan Dr., Ste. 204 (619) 767-2060 San Diego 92108 6150 Van Nuys Blvd., Ste. 307 (818) 901-5754 Van Nuys 91401 **Consultation Region Office**

2550 Mariposa Mall, Rm. 2005

1 Centerpointe Dr., Ste. 150

Fresno 93721

La Palma 90623

(559) 445-6800

(714) 562-5525

(559) 445-6800

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San

2550 Mariposa Mall, Rm. 3014

FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE **FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE** Under California law, an employee may have the right to take job-protected leave to care for their own serious healt

condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, o who are disabled by pregnancy, childbirth, or a related medical condition. Under the California Family Rights Act of 1993 (CFRA), many leave and a CFRA leave for reason of the birth of their child. mployees have the right to take job-protected leave, which Reinstatement. Both CFRA leave and pregnancy disability s leave that will allow them to return to their job or a similar. leave contain a guarantee of reinstatement – for pregnance job after their leave ends. This leave may be up to 12 work disability it is to the same position and for CFRA it is to the

weeks in a 12-month period for: the employee's own serious health condition; the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, relationship with the employment ("designated person"); or the birth, adoption, or foster care placement of a child. f an employee takes leave for their own or a family member's serious health condition, leave may be taken on

an intermittent or reduced work schedule when medically necessary, among other circumstances. Eligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, and their

Pay and Benefits During Leave. While the law provides only aid leave, some employers pay their employees during CERA leave In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave may also be eligible for benefits administered by the Employment Development Department, Taking CFRA leave may impact certain employee benefits and seniority date. f employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and

employer must have five or more employees.

penefits, they should contact their employer Pregnancy Disability Leave. Even if an employee is not eligible

Civil Rights Department or CFRA leave, if disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy Toll Free: 800.884.1684 / TTY: 800.700.2320 disability leave of up to four months, depending on their California Relay Service (711) period(s) of actual disability. If the employee is CFRA-eligible,

Have a disability that requires a reasonable a they have certain rights to take both a pregnancy disability CRD can assist you with your complaint. For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

CALIFORNIA LAW PROHIBITS WORKPLACE

DISCRIMINATION **& HARASSMENT** The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination

and harassment in employment based on your actual or perceived: GENETIC INFORMATION GENDER EXPRESSION

GENDER IDENTITY MARITAL STATUS • MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer) MILITARY OR VETERAN STATUS • NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented immigrants)

• RACE (includes traits associated with race, such as hair texture and hairstyle) RELIGION (includes religious dress and grooming practices) REPRODUCTIVE HEALTH DECISIONMAKING • SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)

THE FAIR EMPLOYMENT AND HOUSING ACT PROTECTS YOUR CIVIL RIGHTS AT WORK. HARASSMENT .The law prohibits harassment of employees, applicants,

unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed in this poster, including sexual harassment. The law prohibits harassment based on a single protected characteristic or a combination of two or more protected characteristics. . All employers must take reasonable steps to prevent all forms

and available legal remedies.

. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender DISCRIMINATION/REASONABLE ACCOMMODATIONS . California law prohibits employers with five or more employees and public employers from discriminating based on any protected characteristic listed in this poster

when making decisions about hiring, promotion, pay,

of harassment, and they must provide each employee with

information about the illegal nature of sexual harassment

benefits, terms of employment, layoffs, and other aspects of employment. The law prohibits discrimination based on a single protected characteristic or a combination of two or more protected characteristics. 2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. . Employers cannot discriminate against an applicant or employee because they possess a California driver's license

Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing of clothing, jewelry, and facial or body hair that are part of an individual's observance of their religious beliefs. . Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job. 5. Employers cannot discriminate or retaliate against an employee because of their status, or because of their family member's status, as a victim of domestic violence, sexual

assault, stalking, and certain other types of violence — as

long as the employer knows of this status. Employers must

also provide such employees safety-related reasonable

or ID issued to an undocumented person.

ADDITIONAL PROTECTIONS California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include: . Specific protections and hiring procedures for people with criminal histories who are looking for employment protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace . Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child

bond with a new child; or for certain urgent military needs 3. Up to five days of job-protected bereavement leave within three months of the death of a family member (child spouse, parent, sibling, grandparent, grandchild, domestic partner, or parent-inlaw

same or a comparable position at the end of the leav

Notice. For foreseeable events (such as the expected birth o

a child or a planned medical treatment for the employee of

of a family member), the employee must provide, if possible

at least 30 days' advance notice to their employer that the

will be taking leave. For events that are unforeseeable

employees should notify their employers, at least verbally, as

soon as they learn of the need for the leave. Failure to compl

with these notice rules is grounds for, and may result in

deferral of the requested leave until the employee complie

Certification. Employers may require certification from a

employee's health care provider before allowing leave fo

pregnancy disability or for the employee's own serious health

condition. Employers may also require certification from the

health care provider of the employee's family member, including

a designated person, who has a sérious health condition, before

If you have been subjected to discrimination, harassmer

or retaliation at work, or have been improperly denied

protected leave, file a complaint with the Civil Right

CRD-100-21ENG / January 20

Civil Rights

Department

Want to learn more? Visit: calcivilrights.ca.gov/family-

granting leave to take care of that family member

subject to any defense allowed under the law.

with this notice policy.

medical-pregnancy-leave

TO FILE A COMPLAINT

Department (CRD).

miscarriage, stillbirth, or unsuccessful assisted reproduction rotections for an employee who takes time off work to serve on a jury, if they have given reasonable notice to the employer, or to testify in court Protections for an employee who takes time off work to go to court or seek legal relief (such as a restraining order) after they are the victim of a crime or certain types of violence rotections against retaliation when a person oppose reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or **REMEDIES/FILING A COMPLAINT**

1. The law provides remedies for individuals who experience

prohibited discrimination, harassment, or retaliation in

. Up to four months of job-protected leave to employee

disabled because of pregnancy, childbirth, or a related

medical condition, as well as the right to reasonable

accommodations, on the advice of their health car

5. Up to five days of job-protected leave following

reproductive loss event (failed adoption, failed surrogac

medical condition

provider, related to their pregnancy, childbirth, or a related

the workplace. These remedies can include hiring, from pay, back pay, promotion, reinstatement, cease-and-desis orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages you believe you have experienced discrimination narassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD mplaints must be filed within three years of the last ac of discrimination/harassment/retaliation. For those who are under the age of 18, complaints must be filed within three years after the last act of discrimination/harassment retaliation or one year after their eighteenth birthday whichever is later.

the Civil Rights Department (CRD). TO FILE A COMPLAINT Civil Rights Departmen calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711)

you have been subjected to discriminatio

harassment, or retaliation at work, file a complaint with

assist you with your complaint. The Fair Employment and Housing Act is codified at Government Code sections 12900 -12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1 ent Code section 12950 and California Code of Regulation title 2, section 11023, require all employers to post this document. must be conspicuously posted in hiring offices, on employee bullet places employees gather. Any employer whose workforce at ar of any age, spouse, domestic partner, parent, parent-in-law, facility or establishment consists of more than 10% of non-English ing persons must also post this notice in the appropr grandparent, grandchild, sibling) or a designated person with blood or family-like relationship to employee); to language or languages. For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required CRD-E07P-ENG / January 202 YOUR RIGHTS AND

PLEASE READ THIS NOTICE.

OBLIGATIONS AS A PREGNANT EMPLOYEE

YOUR EMPLOYER* HAS AN OBLIGATION TO Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks); •Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy; Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 /3 weeks) and return you to your same job when you are no longer

disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layof Provide a reasonable amount of break time and use of a room or othe location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and

 Never discriminate, harass, or retaliate on the basis of pregnancy FOR PREGNANCY DISABILITY LEAVE • PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical

condition. Your health care provider determines how much time you Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work n your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for Under the California Family Rights Act (CFRA), if you have more than 12 PDL may include, but is not limited to, additional or more frequent

reeclampsia, recovery from childbirth or loss or end of pregnancy and/or post-partum depression. PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.

for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department • At your discretion, you can use any vacation or other paid time off **TO FILE A COMPLAINT** during your PDL. · Your employer may require or you may choose to use any available sick leave during your PDL.

• Your employer is required to continue your group health coverage California Relay Service (711) during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.

in loco parentis to the employee when the employee was a child.

hours in the 12-month period before the date you want to begin your breaks, time for prenatal or postnatal medical appointments, and leave, you may have a right to a family care or medical leave (CFRA doctor-ordered bed rest, and covers conditions such as severe morning leave). This leave may be up to 12 workweeks in a 12-month period for sickness, gestational diabetes, pregnancy-induced hyper-tension, the birth, adoption, or foster care placement of your child**, or for your domestic partner, grandparent, grandchild, sibling, or someone else related by blood or in family-like relationship with the employee ("designated person"). Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Your leave will be paid or unpaid depending on your employer's policy ployees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

reasonable accommodation, transfer, or PDL.

calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

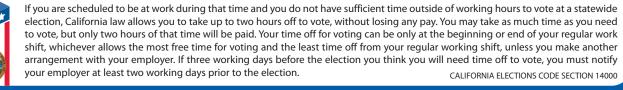
unlawful retaliation when it responds to an required, refusing or failing to use that person's

Civil Rights Department

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required *PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more. *** "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the

TIME OFF TO VOTE POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY

employee stands in loco parentis. *** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood



arrangement with your employer. If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election. CALIFORNIA ELECTIONS CODE SECTION 14000 TRANSGENDER RIGHTS IN THE WORKPLACE

THE RIGHTS OF EMPLOYEES WHO ARE

TRANSGENDER OR GENDER NONCONFORMING CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND RETALIATION AT WORK, THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).

employee making a discrimination complaint chosen name and pronouns, if different from 1. Does California law protect transgender - to their supervisor, human resources staff, or their legal name, on a shift schedule, nametag, CRD – by cutting their shifts. and gender nonconforming employees from employment discrimination? 4. If bathrooms, showers, and locker rooms All employees, job applicants, unpaid are sex-segregated, can employees choose interns, volunteers, and contractors are the one that is most appropriate for them? protected from discrimination at work when

means that private employers with five or more gender identity, regardless of the employee's employees may not, for example, refuse to hire sex assigned at birth. In addition, where or promote someone because they identify as possible, an employer should provide an easily - or are perceived to identify as – transgende accessible, gender-neutral (or "all-gender"), or non-binary, or because they express their single user facility for use by any employee. The gender in non-stereotypical ways. Employment use of single stall restrooms and other facilities their gender identity and expression. While discrimination can occur at any time during the should always be a matter of choice. Employees an employer may establish a dress code or hiring or employment process. In addition to should never be forced to use one, as a matter refusing to hire or promote someone, unlawful of policy or due to harassment. employee, subjecting them to worse working 5. Does an employee have the right to be conditions, or unfairly modifying the terms of their employment because of their gender

identity or gender expression. 2. Does California law protect transgender and gender nonconforming employees from harassment at work? 'es. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an emplóyer can be liable if co-workers create a hostile work environment - whether in person or virtual for an employee who is undergoing a gender

THINGS YOU NEED TO KNOW

pased on a protected characteristic, such

as their gender identity, gender expression,

sexual orientation, race, or national origin. This

transition. Similarly, an employer can be liable when customers or other third parties harass an employee because of their gender identity or expression, such as intentionally referring to a gender-nonconforming employee by the wrong pronouns or name 3. Does California law protect employees who complain about discrimination or harassment in the workplace? Yes. Employers are prohibited from retaliating against any employee who asserts their right

example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating under the law to be free from discrimination or the business to use a transgender employee's accommodation? CRD can assist you with harassment. For example, an employer commits legal name for payroll purposes when legally For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent Yes. All employees have a right to safe and allowed by law. appropriate restroom and locker room facilities. This includes the right to use a restroom o 6. Does an employee have the right to dress locker room that corresponds to the employee's in a way that corresponds with their gender identity and gender expression? must enforce it in a non-discriminatory

manner. This means that each employee

must be allowed to dress in accordance with

grooming policy in accord with business

necessity, all employees must be held to the

same standard, regardless of their gender addressed by the name and pronouns that 7. Can an employer ask an applicant about correspond to their gender identity or ender expression, even if different from their sex assigned at birth or gender identity their legal name and gender? in an interview? Yes. Employees have the right to use and No. Employers may ask non-discriminatory be addressed by the name and pronouns questions, such as inquiring about an that correspond with their gender identity applicant's employment history or asking for professional references. But an interviewe should not ask questions designed to detect known as "chosen" or "preferred" names and pronouns. For example, an employee does not a person's gender identity or gender transition eed to have legally changed their name or

birth certificate, nor have undergone any type changed their name. Employers should also of gender transition (such as surgery), to use a not ask questions about a person's body or name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation compels the use of a legal name, TO FILE A COMPLAINT employers and co-workers must respect an Civil Rights Department employee's chosen name and pronouns. For

whether they plan to have surgery https://bit.ly/3hTG1EO

calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) virtual profiles. While it may be appropriate for Have a disability that requires a reasonable

CRD-E04P-ENG / December 2023

nistory such as asking about why the person