Modified overtime in a small number of health care jobs; exemption for certain heavy vehicle drivers If work makes uninterrupted meal periods impractical, eating on-duty must be permitted, and the time must be pa

 Other highly compensated, non-manual-labor employees paid at least 2.25 the above salary (\$101,250 i · 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management

 This year's poster must be displayed where easily accessible, or if not practical (such as for remote workers), provided within one month of beginning work and when emp · Violation of notice of rights rules (posting or distribution), including by providing information undercutting this poster, may yield fines and/or ineligibility for employee-specific Complaint & Anti-Retaliation Rights (Rule 8)

· Employees can send the Division (contact info below) complaints or tips about violations, or file lawsuits in court Employers cannot retaliate against, or interfere with, employees exercising their rights Anonymous tips are accepted; anonymity or confidentiality are protected if requested (Wage Protection Rule 4) · Immigration status is irrelevant to these labor rights: the Division will not ask or report status in investigations or rulings, and it is illegal for anyone to use immigration status t interfere with these rights (Wage Protection Rule 4.8

> This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact: <u>DIVISION OF LABOR STANDARDS & STATISTICS</u>, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us,

LABOR AND EMPLOYMENT www.colorado.gov/cdle/labor

n accordance with 8-4-107, C.R.S.: Every employer shall post and keep posted conspicuously at the place of work if practicable, or otherwise where it can be seen as employees come or go to their places of work, or that may occur from time to time.

at the office or nearest agency for payment kept by the employer a notice specifying the regular paydays and the time and place of payment, in accordance with the provisions of section 8-4-103, and also any changes concerning them Department of Labor and Employment

PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE

date poster available of

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"): Paid • If an employer reasonably deems an employee's documentation deficient, the en Leave Rights

eing unable to work due to a health condition that may increase susceptibility to or ris Employer Policies (Notice; Documentation; Incremental Use; Privacy; and Paid

than other onboarding documents/policies; and (2) display updated posters, and provide deny paid leave for noncompliance with such a policy. Documentation is not required to take paid leave, but can be required as soon as an sooner). No documentation can be required for PHE leave. • To document leave for an employee's (or an employee's family member's) healthrelated need, an employee may provide: (1) a document from a heal provider if services were received and document can be obtained in reasonable time as without added expense; otherwise (2) the employee's own writing.

a need related to domestic abuse, sexual assault, or criminal harassment, an employee nelter services) or (2) above, or a legal document (e.g., a restraining order or police

· Report violations to the Division as complaints or anonymous tips, or file in court after or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE from local public health agencies. Contact those agencies for such health and safety information. This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, or for the status of the publi health emergency (*a qualifying emergency remains in effect as of January 2022), contact:

WARNING

F YOU ARE INJURED ON THE JOB, WRITTEN NOTICE OF YOUR INJURY MUST BE GIVEN TO YOUR EMPLOYER WITHIN FOUR WORKING DAYS AFTER THE ACCIDENT, PURSUANT TO SECTION 8-43-102(1) AND (1.5), COLORADO REVISED STATUTES.

IF THE INJURY RESULTS FROM YOUR USE OF ALCOHOL OR CONTROLLED SUBSTANCES, YOUR WORKERS' COMPENSATION DISABILITY BENEFITS MAY BE REDUCED BY ONE-HALF IN ACCORDANCE WITH SECTION 8-42-112.5, COLORADO REVISED STATUTES.

Colorado Law Prohibits Discrimination in places of:

PUBLIC ACCOMMODATION

C.R.S. § 24-34-601 et seq.

PLACE OF PUBLIC ACCOMMODATION MEANS:

IT IS A DISCRIMINATORY PRACTICE AND UNLAWFUL FOR A PERSON DIRECTLY OR INDIRECTLY TO

REFUSE, WITHHOLD FROM, or DENY to an individual or a group FULL and EQUAL ENJOYMENT of the GOODS, SERVICES,

ECAUSE OF: DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION,

SERVICE ANIMALS C.R.S. § 24-34-803:

NOT SUFFICIENT TO MEET THE DEFINITION OF A SERVICE ANIMAL

2.) WHAT IS THE TASK OR WORK THE DOG IS TRAINED TO PERFORM?

RETALIATION PROHIBITED:

COLO. CIVIL RIGHTS COMM'N RULE 20.4 — DISCRIMINATORY SIGNAGE IN PLACES OF PUBLIC

"WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE" — 3CCR708-1

TO FILE A COMPLAINT OF DISCRIMINATION, OR FOR MORE INFORMATION CONTACT THE COLORADO

CIVIL RIGHTS DIVISION; 1560 BROADWAY, LOBBY WELCOME CENTER,

SUITE #110, DENVER, CO 80202

BLIC ACCOMMODATION DISCRIMINATION COMPLAINTS MUST BE FILED WITHIN SIXT

(60) DAYS AFTER THE ALLEGED DISCRIMINATORY ACT OCCURRED.

COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT

DIVISION OF WORKERS' COMPENSATION

COLORADO WORKERS' COMPENSATION INFORMATION

Your employer has workers' compensation coverage for employees through:

notify your employer of an injury or occupational disease and are not offered medical care, you may select the

nav file a Worker's Claim for Compensation with the Division of Workers' Compensation. To obtain

COLORADO DIVISION OF WORKERS' COMPENSATION

633 17TH Street, Suite 400, Denver, CO 80202-3626

place of employment:

Any information provided below comes from your employer and is specific to this

LIBERTY MUTUAL

800-832-7839

or information regarding the workers' compensation system, you may call Customer Service at

18.8700, or toll-free at 1-888-390-7936 or visit our website at www.colorado.gov/cdle/dwc.

MAIN PHONE: 303-894-2997; HOTLINE ESPANOL: 720-432-4294; TOLL-FREE: 800-262-4845; V/TTD RELAY: 7

Director, Aubrey Elenis, Esq. ccrd.colorado.gov

No person shall post or permit to be posted in any place of public accommodation any sign which states or implies the fo

rimination on the basis of one's race includes hair texture, hair type, or a protective hairstyle commonly or historical with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps. eff. 9/1

FACILITIES, PRIVILEGES, ADVANTAGES, or ACCOMMODATIONS of a place of public accommodation.

ERVICE ANIMAL DESIGNATION IS LIMITED TO A DOG OR MINIATURE HORSE — EMOTIONAL SUPPORT ANIMALS AF

THE DOG MUST BE INDIVIDUALLY TRAINED TO PERFORM TASK(S) OR WORK RELATED TO A DISABIL

Colorado Law Prohibits Discrimination in C.R.S. § 24-34-401 et seq.

IT SHALL BE A DISCRIMINATORY OR UNFAIR EMPLOYMENT PRACTICE: f employment, or to discriminate IN MATTERS of COMPENSATION, TERMS, CONDITIONS, or ABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDE (PRESSION, RELIGION, AGE, NATIONAL ORIGIN or ANCESTRY, or, in certain circumstances,

MARRIAGE TO A COWORKER. REASONABLE ACCOMMODATIONS FOR DISABILITIES: n employee with a disability is entitled to a reasonable accommodation(s) which is necessary to orm the essential functions of the job. An accommodation is not reasonable if its provision would result in an undue hardship on the employer's business. PREGNANT WORKERS FAIRNESS ACT — C.R.S. § 24-34-402.3

employee with a disability is entitled to a reasonable accommodation(s) which is necessary .) IS THIS DOG A SERVICE ANIMAL TRAINED TO PERFORM A TASK(S) OR WORK RELATED TO A DISABILITY? m the essential functions of the job. An accommodation is not reasonable if its provision would result in an undue hardship on the employer's business. ERVICE ANIMAL MUST BE UNDER THE CONTROL OF ITS HANDLER AT ALL TIMES. THE HANDLER IS RESPO THE CARE OF THE SERVICE ANIMAL, INCLUDING TOILETING, FEEDING, AND OTHERWISE CARING FOR T RETALIATION PROHIBITED — C.R.S. § 24-34-402(e) discriminatory act to retaliate against a person who opposes a discriminatory practice or who participates in a discrimination investigation, proceeding or hearing. I DINING AREAS AND IN SELF SERVICE FOOD LINES. AN ENTITY MAY NOT CHARGE FEES FOR ALLOWING A SE

SHARING WAGE INFORMATION PROTECTED — C.R.S. § 24-34-402(i) n employer shall not discharge, discipline, discriminate against, coerce, intimidate, threaten, or terfere with an employee or person due to an inquiry, disclosure or discussion of wages. An employer shall not require an employee to waive the right to disclose wage information. iscrimination on the basis of one's race includes hair texture, hair type, or a protective hairstyle

Bantu knots, Afros, and headwraps, eff. 9/13/2 TO FILE A COMPLAINT OF DISCRIMINATION, OR FOR MORE INFORMATION CONTACT TH COLORADO CIVIL RIGHTS DIVISION; 1560 BROADWAY, LOBBY WELCOME CENTER, SUITE # 11 MAIN PHONE: 303-894-2997; HOTLINE ESPANOL: 720-432-4294; TOLL-FREE: 800-262-4845; V/TTD REI FAX: 303-894-7830; EMAIL: DORA CCRD@STATE.CO.US EMPLOYMENT DISCRIMINATION COMPLAINTS MUST BE FILED WITHIN SIX (6) MONTHS AFTER THE

ccrd.colorado.gov

NOTICE TO WORKERS

 Properly classified as an employee or an independent contractor Paid accurately and timely for the services you perform

endent contractors) and "workers" (employees or if you believe you have been improperly classified as an independent contractor and are really perfo select Option 4. To be classified as an employee, you must meet the criteria in Colorado Revised Statut -115. You can read the law online and find out more at coloradoui.gov/ProperClassification. an employee, you are entitled to unemployment insurance benefits if you become unemployed throufault of your own. Your employer contributes to unemployment insurance and cannot deduct this fror you become unemployed and wish to file for unemployment insurance benefits, go to coloradoui.gov a click on File a Claim. If your hours of work and pay are reduced, you may be entitled to partial unemployment

> Colorado Employment Security Act, 8-74-101(2); Regulations Concerning Employment Security 7.3.1 through 7.3.5 Employers can download copies of this poster at coloradoui.gov/employer, then click on Forms / Publications.



ervices of a licensed physician or chiropractor.

UNDER THE FAIR LABOR STANDARDS ACT

os declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school ours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions.

ceived by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if ney claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must

tances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend

Islands, and the Commonwealth of Puerto Rico. ome 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

the minimum wage under special certificates issued by the Department of Labor

All workers have the right to:

Raise a safety or health concern with your

employer or OSHA, or report a work-

related injury or illness, without being

Receive information and training on job

Reguest an OSHA inspection of your

or unhealthy conditions. OSHA will keep

your name confidential. You have the righ

to have a representative contact OSHA

■ Participate (or have your representative

speak in private to the inspector.

■ File a complaint with OSHA within 30

participate) in an OSHA inspection and

days (by phone, online or by mail) if you

have been retaliated against for using

See any OSHA citations issued to your

Request copies of your medical records.

workplace, and the workplace injury and

tests that measure hazards in the

This poster is available free from OSHA.

Contact OSHA. We can help.

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

hazards, including all hazardous

substances in your workplace.

Special "hours of service" requirements apply to airline flight crew employee

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and liscrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, employees from discrimination based on genetic information in hiring, promotion, discharge, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pay, fringe benefits, job training, classification, referral, and other aspects of employment. pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified discrimination includes not making reasonable accommodation to the known physical or charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an mental limitations of an otherwise qualified individual with a disability who is an applicant or unlawful employment practice. employee, barring undue hardship. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the

employees 40 years of age or older from discrimination based on age in hiring, promotion, workplace if you believe there are unsafe Report to OSHA all work-related fatalities

> Provide required training to all workers in a language and vocabulary they can Prominently display this poster in the

Post OSHA citations at or near the place 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. job training, classification, referral, and other aspects of employment. Disability discrimination in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. includes not making reasonable accommodation to the known physical or mental limitations of

> DISABLED, RECENTLY SEPARATED, OTHER PROTECTED AND ARMED FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and

religion, sex or national origin, and requires affirmative action to ensure equality of opportunity war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded). discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits,

Retaliation is prohibited against a person who files a complaint of discrimination, participates

an otherwise qualified individual with a disability who is an applicant or employee, barring

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

ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should

-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field

office information is available at www.eeoc.gov or in most telephone directories in the U.S.

Government or Federal Government section. Additional information about EEOC, including

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) alling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination is covered by Title VI if the primary objective of the financial assistance is

of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color discrimination on the basis of disability in any program or activity which receives Federal or national origin in programs or activities receiving Federal financial assistance. Employment financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential

Amendments of 1972 prohibits employment discrimination on the basis of sex in educational If you believe you have been discriminated against in a program of any institution which providing such assistance.

advance in employment disabled veterans, recently separated veterans (within three years of

E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

EEOC-P/E-1 (Revised 11/09)

provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education programs or activities which receive Federal financial assistance.



DON'T LET ANYONE TAKE IT AWAY

ship status and national origin. You can read this law at

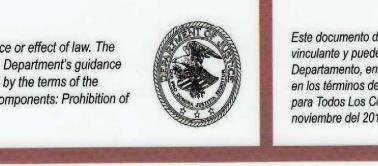
to help if an employer treats you unfairly in violation

R If an employer not hire you or fires you because of your national origin

zenship status (this may violate a part of the law at 8 U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019 syou unfairly while checking your right to work in th

may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

uidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The ment may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance ments, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the cable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of per Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.





npleados (IER, por sus siglas en inglés) pueda ayudar si un

Código de los EE. UU. Los reglamentos de dicha ley se encuentran

ı la Parte 44 del Título 28 del Código de Reglamentos Federales.

lo contrata o lo despide a causa de su nacionalidad de origen o

status de ciudadanía (esto podría representar una vulneración de

parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del

nleador lo trata de una forma injusta, en contra de esta ley.



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your Employers can only use E-Verify once you have

ccepted a job offer and completed the Form I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o s

completado el Formulario I-9.

sus responsabilidades de E-Verify, por favor contacte a DHS.

gobierno federal la información de su Formulario

utorizado para trabajar, este empleador está requerido

a darle instrucciones por escrito y una oportunidad

le contactar al Departamento de Seguridad Nacional

(DHS) o a la Administración del Seguro Social (SSA)

para que pueda empezar a resolver el problema ante:

de que el empleador pueda tomar cualquier acción en

su contra, incluyendo la terminación de su empleo.

os empleadores sólo pueden utilizar E-Verify una

vez que usted haya aceptado una oferta de trabajo y

9 para confirmar que usted está autorizado para

i E-Verify no puede confirmar que usted está



E-VERIFY IS A SERVICE OF DHS AND SSA The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.











IN CASE OF EMERGENCY CALL:

TED SMITH: 303-550-5292

ROSEANNE MULLIS: 720-201-5576

se indica en la Sección 1324b(a)(5) del Título 8 del Código de los El Title VII of the Civil Rights Act of 1964 Esta lev puede ser complicada. Llame a la IER para más informacio as unwanted sexual advances, or visual verbal or physical conduct of a sexual del estatus de ciudadanía o la nacionalidad de origen. includes gender-based harassment of a person of the same sex as the

 Unwanted sexual advances Departamento de Justicia de los EE. UU., División de Derechos Civiles,

Sección de Derechos de Inmigrantes y Empleados, enero del 2019

trabajar al amparo de esta ley (la ley prohíbe las represalias, según

Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorándum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de

NO DEJE QUE

NADIE SE LO QUITE

Verbal conduct: making or using Verbal sexual advances or proposi-

 Verbal abuse of sexual nature, an individual's body, sexually degradvarious kinds of behavior or to unwanting words used to describe an individual, suggestive or obscene letters, notes, or invitations

 Physical conduct: touching, assault, impending or blocking movements Employer Liability

Any employee who harasses another All employers are covered by the that could lead to suspension, transfer harassment section of Title VII. If or termination. In an effort of determin harassment occurs, an employer may ing if harassment has occurred, the be liable even if management was not aware of the harassment. An employer claims of harassment and may, might avoid liability if the harasser is a depending on the specific case, use rank and file employee and if there was outside consultants or attorneys to a program to prevent harassment. T nvestigate these claims. All employees harasser, as well as any management will be treated fairly and in a confidenrepresentative who knew about the tial manner when a charge of harassharassment and condoned or ratified ment is made. For more specific details it, could be held liable for damages. Additionally, the EEOC requires an dures, please contact a supervisor or entity to take "all reasonable steps to the personnel department."

If you feel you have been harassed by any person in this company, you must immediately notify the person listed below: This company

IF YOU SUSPECT

PLEASE CALL

AND ASK FOR, PRESIDENT/CEO,

(PERRY HERRMANN),

(BOB HAMILTON), OR

HUMAN RESOURCES, (ROSEANNE MULLIS

VICE PRESIDENT OF FINANCE

1-866-536-5084

FRAUD, THEFT, OR SUSPICIOUS ACTIVITY,

supports a harassment-free environment for all employees and will take all necessary action to enforce this policy.

venting Sexual Harassment

sexual harassment has occurred. An

Fully inform complainant of his/her

bjective and complete. All those. with information on the matter should be interviewed. A. determination must be made and the results Stunt driving and horseplay are prohibited. communicated to the complainant, provided with adequate riding facilities.

to the alleged harasser, and, as appropriate, to all others directly (5) Employees shall not place any part of their bodie If proven, there must be prompt and effective remedial action, First, appropriate action must be taken against

truck, loaded or empty, unless it is effectively plocked to prevent it from falling. ') Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the r mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning steering mechanism, cooling system, and the li system for forklifts (forks, chains, cable, and limit

(8) No truck shall be operated with a leak in the fuel (9) Vehicles shall not exceed the authorized or saf speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic egulations shall be observed. For trucks traveling

preferably a time lapse - 3 seconds - passing the

Forks on fork-equipped industrial trucks may be the raised position for loading and unloading if the neutral and the brakes set. If on an incline, the

(18) Vehicles shall not be run onto any elevator unles the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.

9) Motorized hand trucks shall enter elevators other confined areas with the load end forward. doors, or platforms that will not safely support the

(21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and (22) Vehicles shall not be driven in and out of highwa

and the brakes set.

is safe and secure.

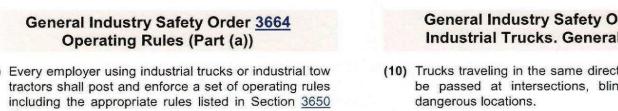
amed within a red border and represents a distinct nazard(s). The pictogram on the label is determined by

> Pyrophorics
> Self-Heating Organic Peroxides Layer (Non-Mandato

• Gases Under Pressure 3kin Currosion/ (Non-Mandatory)

 Aquatic Toxicity Acute Toxicity (fatal or toxic)





at cross aisles and other locations where vision s obstructed. If the load being carried obstructs **General Industry Safety Order 30** rward view, the driver shall be required to Industrial trucks and tow tractors shall be operated in a Operators shall look in the direction of travel safe manner in accordance with the following

Employees shall not ride on the forks of lift truck

where shear or crushing hazards exist.

and shall not move a vehicle until certain that persons are in the clear. (1) Only drivers authorized by the employer and (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed trained in the safe operations of industrial trucks of industrial tow tractors pursuant to Section 3668 object of such size that the person could be shall be permitted to operate such vehicles. caught between the truck and object. 14) Grades shall be ascended or descended (3) No riders shall be permitted on vehicles unless

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall (B) On all grades the load and load engaging outside the running lines of an industrial truck or means shall be tilted back if applicable, between mast uprights or other parts of the truck and raised only as far as necessary to Employees shall not be allowed to stand, pass, or

11) The driver shall slow down and sound the horn

 Motorized hand and hand/rider trucks shall work under the elevated portion of any industrial be operated on all grades with the loadengaging means downgrade. The forks shall always be carried as low as possible, consistent with safe operations.

6) When leaving a vehicle unattended (ti operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are forks are left in the down position, either: (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked;

(B) The power may remain on provided the wheels are blocked, front and rear. ismounted and within 25 feet (7.6 meters) of ne truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Coverage: All Colorado employers, of any size, must provide paid leave Employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours

• Incremental use. Depending on employer policy, employees can use leave in either hours to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 • Employee Privacy. Employers cannot require employees to disclose "details" about or details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Employees can use accrued leave for the following safety or health needs:

· Paid leave cannot be counted as an "absence" that may result in firing or another (1) a mental or physical illness, injury, or health condition that prevents work, including An employee can't be required to find a "replacement worker" or job coverage wh ner person in exercising HFWA rights; (3) files a HFWA complaint; or (4) coopera THE PUBLIC HEALTH EMERGENCY WHISTLEBLOWER LAW caring for a child or other family in category (1)-(3), or whose school or child care is

Worker Rights to Express Workplace Health Concerns & Use Protective

Coverage: All Employers and Employees, Plus Certain Independent Contractors • Written notice and posters, Employers must (1) provide notice to new employees no later

Worker Rights to Oppose Workplace Health/Safety Violations During Public Health Notice for "foreseeable" leave. Employers may adopt "reasonable procedures" in writing

public health emerger as to how employees should provide notice if they require "foreseeable" leave, but cannot

(1) raising reasonable concerns, including informally, to the principal, other workers, government, or the public, about workplace violations of government health or safety

(2) opposing or testifying, assisting, or participating in an investigation or proceeding d not address a worker's PHEW-related concern, but it still cannot fir Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"): A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gl provides more protection than equipment prov To document that an employee (or an employee's family member) required leave for not make the worker unable to do the job. COMPLAINT RIGHTS (under both HFWA & PHEW)

DIVISION OF LABOR STANDARDS & STATISTICS, Colorado Labor Law.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

This form is provided as a courtesy by the Colorado Divisi of Labor. Other Notice of Paydays Posters may be acceptable provided that they contain the elements and information re-

Pay periods can be no greater duration than a calendar

month or 30 days, whichever is longer. Paydays must

occur no later than 10 days following the close of each

EMPLOYEES ARE PAID ON REGULAR PAYDAYS

AS FOLLOWS:

pay period. 8-4-103, C.R.S.

Records must be provided upon request. Employers

current benefit year, including any supplemental PHE leave. Informati

Retaliation or Interference with HFWA Rights

nonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows

ALLEGED DISCRIMINATORY ACT OCCURRED.

are resources available to you if you believe you are being subject to improper classification or inaccu

If you cannot access a computer, call one of the following numbers: 303-318-9000 (Denver-metro are l-388-5515 (outside Denver-metro area); hearing impaired 303-318-9016 (TDD Denver-metro area) of -800-894-7730 (TDD outside Denver-metro area). EMPLOYERS ARE REQUIRED BY LAW TO POST THIS NOTICE



FEDERAL MINIMUM WAGE

for one year after the child's birth each time such employee has a need to express breast milk.

ertain full-time students, student learners, apprentices, and workers with disabilities may be paid less than

IT'S THE LAW!

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

against an employee for using any of their

health and safety concern with you or with

OSHA, or reporting a work-related injury

Comply with all applicable OSHA

rights under the law, including raising a

Equal Employment Opportunity is

ubject to restrictions, to certain prospective employees of security service firms (armored car, alarm,

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms

onduct and length of the test. Examinees have a number of specific rights, including the right to ritten notice before testing, the right to refuse or discontinue a test, and the right not to have tes

he Secretary of Labor may bring court actions to restrain violations and assess civil penalties

agreement which is more restrictive with respect to lie detector tests.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

EMPLOYEE RIGHTS

HE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

bond with a child (leave must be taken within 1 year of the child's birth or placement)

or the employee's spouse, child, or parent who has a qualifying serious health condition; mployee's own qualifying serious health condition that makes the employee unable to perform the employee's i

qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or paren

eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 week

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees

hile employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The

RIGHT TO BE FREE FROM

CRIMINATION AND RETALIATION

U.S. Department of Justice

e certification is incomplete, it must provide a written notice indicating what additional information is required

ployer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a i and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for

ployers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be

For additional information or to file a complaint:

www.dol.gov/whd

ou may also bypass the VETS process and bring a civil act

Publication Date—October 2008

applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, RETALIATION fringe benefits, job training, classification, referral, and other aspects of employment. Disability All of these Federal laws prohibit covered entities from retaliating against a person who files a

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or

ospitalizations, amputations and losses the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages information about charge filing, is available at www.eeoc.gov. of an eye within 24 hours. to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

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

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, discharge or release from active duty), other protected veterans (veterans who served during a Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from **RETALIATION**

undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

receives Federal financial assistance, you should immediately contact the Federal agency

your smartphone



damages even though no employment opportunity has been denied and there

harasser; the following is a partial list or an employment benefit because

plaining about harassment is illegal, that the harassment actually Visual conduct: leering, making sexual An employee quits because he/she can no longer tolerate an offensive gestive objects or pictures, cartoons work environment. (Referred to as a constructive discharge" harassment

> person, under like conditions, would esign to escape the harassment, the employer may be held responsible to he resignation as if the employee had been discharged. An employee is exposed to an offensive work environment. Exposure to

case.) If it is proven that a reasonable

ed sexual advances alone may consti tute harassment. Disciplinary Action

arassment. Third, appropriate actior must be taken to remedy the com-In the Workplace

To reorder, call (800) 656-LAWS Item# FD-2264-0902 © 1995-2002 U.S.A. Compliance Products, Inc.

the harasser and communicated to

he complainant. Second, steps must

be taken to prevent any further

their specific responsibilities. Rank and

of the seriousness of violations of the sexual harassment policy. Supervisory in the same direction, a safe distance may be considered to be approximately 3 truck lengths of personnel should by educated about

file employees should be cautioned **General Industry Safety Order 3650** Industrial Trucks. General (Part (t) courage harassment victims from using the internal grievance procedure.

> forks are raised no more than 42 inches above he level where the operator/loaders are standing and the power is shut off, controls placed in wheels shall be blocked.

(20) Vehicles shall not be operated on floors, sidewalk

trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained

which is hereby incorporated by reference.

(27) A loaded vehicle shall not be moved until the load 28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking

Regulations (operative 7-1-2014). Other rules may also apply.

Industrial Trucks. General (Part (t)) Elevated loads shall not be tilted forward except when the load is being deposited onto storage rack or equivalent. When stacking or

General Industry Safety Order 3650

operation of these trucks after the loads have

iering, backward tilt shall be limited to that ecessary to stabilize the load. 29) The load engaging device shall be placed in such a manner that the load will be securely 0) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the

31) When powered industrial trucks are used to open and close doors, the following provisions (A) A device specifically designed for opening or closing doors shall be attached to the

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or light displayed in accordance with Section 3333 these Orders and Title 49, CFR, Section 218.27

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck. (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited

(26) Trucks shall not be loaded in excess of their rated

3) The force applied by the device to the door shall be applied parallel to the direction of

(C) The entire door opening operation shall be in full view of the operator. (D) The truck operator and other employees shall be clear of the area where the doc might fall while being opened. 32) If loads are lifted by two or more trucks

working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved. When provided by the industrial truck manufacturer, an operator restraint system

Operating rules for industrial trucks contained on this poster are current through Register 2014, No. 16 California Code of

such as a seat belt shall be used.