# California State Postings

The Labor Commissioner's Office provides the model posting below which meets the requirements of Labor Code Section 1102.8(a)-(b) under AB 2299 (Ch. 105, Stats. 2024), effective 1/1/2025) .
This document must be printed to 8.5 x 14-inch paper with margins no larger than one-half inch in order to conform to the statutory requirement that the lettering be larger than size 14-point type.

## WHISTLEBLOWERS ARE PROTECTED

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.

**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.

An employee is also considered a whistleblower and protected when the employer believes the employee engaged in or will exercise protected activity. 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.

**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.

**Division of Labor Standards Enforcement** **Labor Commissioner's Office**

**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT**

*(Poster may be printed on 8½" x 11" letter size paper)*

## HEALTHY WORKPLACES/HEALTHY FAMILIES ACT:
# CALIFORNIA PAID SICK LEAVE
## (as amended effective 1/1/2026)

**Entitlement:**

- An employee who, on or after July 1, 2015, works in California for 30 or more days within 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 employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days.
- 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.

**Usage:**

- An employee may use paid sick days beginning on the 90th day of employment.
- An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for any of the following:

| For the Employee: | For the Employee and/or Their Family Members: |
|---|---|
| To serve on a jury | Diagnosis, care or treatment of an existing health condition or preventive care |
| To appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding | Attend judicial proceeding related to being a victim of a violent or serious felony or other specified serious offenses |
| For an employee who is a victim of a qualifying act of violence to obtain relief, including a restraining order, to help ensure the health, safety, or welfare of the victim or their child | For specified victim-related relief and services, for an employee who is a victim or whose family member is a victim of a qualifying act of violence if the employee works for an employer with 25 or more employees |

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.

**DLSE Paid Sick Leave Posting** **1/2026**

## YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

Civil Rights Department

**IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.**

**OBLIGATIONS OF EMPLOYERS WITH FIVE OR MORE EMPLOYEES**

- 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 1/3 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 does not protect you from non-leave-related employment actions, such as a layoff.
- Provide a reasonable amount of break time and use of a room or other location close 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. *Employers with one or more employees must not harass employees on the basis of pregnancy.*

**PREGNANCY DISABILITY LEAVE**

- Although PDL can last up to four months, you are entitled to take PDL only for the period of time during which you are disabled by pregnancy, a pregnancy-related medical condition, or childbirth. Your health care provider determines how much time you need.
- After you inform your employer that you need to take PDL, your employer must guarantee in writing that you can return to work in 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 supporting the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-related hypertension, preeclampsia, 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.
- Your leave will be paid or unpaid depending on your employer's policy for other types of medical leave. You may also be eligible for state disability insurance, administered by the California Employment Development Department.
- You may choose to use any vacation or other paid time off 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 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.
- Taking PDL may impact certain benefits and your seniority date; please contact your employer for details.

***"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 employee stands in loco parentis (in place of a parent).*
****"Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.*

January 2025

**YOUR OBLIGATIONS AS AN EMPLOYEE**

- Give your employer reasonable notice. To receive a 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 soon as practicable if the need is an emergency or unforeseeable.
- Provide a written medical certification from your health care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to provide a written medical certification from 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 give you at least 15 calendar days to submit the certification. Ask if your employer has a copy of a medical certification form for your health care provider to complete.
- If you do not give your employer notice or written medical certification of your medical need (if required), either in advance or as soon as practicable, your employer may be justified in delaying your reasonable accommodation, transfer or PDL.

**ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

Under CFRA you may have a right to take family care or medical leave (CFRA leave) to bond with a new child, if you gave birth to the child, you would generally take CFRA bonding leave after taking PDL. CFRA leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child. You must take it within one year of these events.

In addition to taking leave to bond with a new child, you can also take CFRA leave because of your own serious health condition (not related to pregnancy) or that of your child, parent**, spouse, domestic partner, grandparent, grandchild, sibling, or "designated person" related by blood or with whom you have a family-like relationship.

You are eligible for CFRA leave if you have more than 12 months of service with an employer, have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, and your employer has five or more employees.

Your employer may, but is not required to, pay you while you are out on CFRA leave, but they must allow you to use any accrued paid time off while on CFRA leave. You may also be eligible for benefits administered by the Employment Development Department, including state disability insurance for your own health conditions or Paid Family Leave (for bonding with a new child or for caring for a family member with a serious health condition). For more information, visit edd.ca.gov/disability.

If you are improperly denied pregnancy or childbirth-related reasonable accommodations or protected leave under PDL or CFRA, file a complaint with the Civil Rights Department (CRD).

**TO FILE A COMPLAINT**

calrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

*For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required*

December 2023

## 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 health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.**

Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work 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, sibling, or someone else with a blood or family-like relationship with the employee ("designated person")
- The birth, adoption, or foster care placement of a child

If 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 employer must have five or more employees.

**Pay and Benefits During Leave.** While the law guarantees only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose or employers may require use of accrued paid leave while taking CFRA leave in certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department, including Paid Family Leave. For more information, visit pl.to/a32c-HL.

Taking CFRA leave may impact certain employee benefits and an employee's seniority date. If employees want more information regarding eligibility for leave under the impact of its leave on seniority and benefits, they should contact their employer.

**Pregnancy Disability Leave.** When an employee is disabled by pregnancy, childbirth, or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, (depending on their period(s) of actual disability). If the employee is also eligible for CFRA leave, they have the right to take both pregnancy disability leave and CFRA leave related to the birth of their child.

**Reinstatement.** Both CFRA leave and pregnancy disability leave guarantee reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law.

**Notice.** When possible, employees must provide 30 days' advance notice before taking leave for foreseeable event, such as the expected the birth of a child or a planned medical procedure. For unforeseeable events, employees should notify their employers, at least verbally, as soon as they learn of the need for the leave. Failing to provide notice in grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

**Certification.** Employers may require certification from an employee's health care provider before allowing leave for 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 serious health condition, before granting leave to take care of this family member.

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

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).

**TO FILE A COMPLAINT**

**Civil Rights Department**
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

*For additional translations of this guidance, visit:*
*www.calcivilrights.ca.gov/posters/required*

January 2023

## 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).**

**THINGS YOU NEED TO KNOW**

1. **Does California law protect transgender and gender nonconforming employees from employment discrimination?**
   Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways.
   Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working 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?**
   Yes. All employees are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender 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 under the law to be free from discrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee making a discrimination complaint – be their supervisor, human resources staff, or CEO – by cutting their shifts.
4. **If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them?**
   Yes. All employees have a right to safe and appropriate restrooms and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter of policy or due to harassment.
5. **Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender?**
   Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that corresponds 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 where no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating email profiles. While it may be appropriate for the business to use a transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, morning 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 allowed by law.
6. **Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression?**
   Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a business casual or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression.
7. **Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?**
   No. Employers may ask non-discriminatory questions, such as inquiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about any the person changed their name. Employers should also not ask questions about a person's body or whether they plan to have surgery.

Want to learn more?
Visit: https://bit.ly/3tFfd1D

**Civil Rights Department**

**TO FILE A COMPLAINT**

**Civil Rights Department**
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

*For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required*

December 2023

## Notice to Employees

EDD Employment Development Department, State of California

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.

**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**

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.

**Paid Family Leave**
**Funded entirely by employees' contributions**

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

- Care for a seriously ill family member.
- 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 1-866-490-9879 (voice). TTY users, please call the California Relay Service at 711.

(1-22)

## NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis for Unemployment Insurance benefits.

**You may be eligible to receive Unemployment Insurance benefits if you are:**

- Unemployed or working less than full-time.
  and
- Out of work due to no fault of your own and physically able to work, ready 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 the end of the recess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit educational institution(s).

**Note:** Some employees may be exempt from Unemployment and Disability Insurance coverage.

**The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online.**

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 |
| Cantonese | 1-800-547-3506 | TTY | 1-800-815-9387 |

Note: Waiting to file a claim could delay benefits.

EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).

EDD Employment Development Department, State of California

(7-19)

## *Sexual Harassment: Notice to Employers/Employees*

Employers in California are required to distribute the 'Sexual Harassment Prevention: The Facts about Sexual Harassment' document to employees. The document must be distributed; posting does not fulfill the requirement. The document is available at https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/12/Sexual-Harassment-Poster_ENG.pdf

Employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. All employees must be trained by January 1, 2023. New supervisory employees must be trained within six months of assuming their supervisory position, and new non-supervisory employees must be trained within six months of hire. Employees must be retrained once every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

FOR MORE INFORMATION:
Department of Fair Employment and Housing
Toll Free: (800) 884-1684
TTY: (800) 700-2320
Online: www.dfeh.ca.gov

**This Posting is for Informational Purposes Only**

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## SAFETY AND HEALTH PROTECTION ON THE JOB

CAL OSHA
State of California
Department of Industrial Relations

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.**

**WHAT AN EMPLOYER MUST DO:**

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are 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 the requirements of California Code of Regulations, title 8, **section 3203** (www.dir.ca.gov/title8/3203.html) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration.

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

**WHAT AN EMPLOYER MUST NEVER DO:**

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work.

**EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:**

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

You and your designated representative have the right to access the employer's IIPP.

Any 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 the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor 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 agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you.

**EMPLOYEES ALSO HAVE RESPONSIBILITIES:**

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 always obey state workplace safety and health laws.

**SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:**

Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, **section 339** (www.dir.ca.gov/title8/339.html), or is covered by the **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 training on how to use hazardous chemicals safely.

Employers shall make available to employees a copy of each safety data sheet they are required to maintain under section 5194 for each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee's physician.

Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentrations or levels exceeding the exposure limits allowed by Cal/OSHA standards.

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:**

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.

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 the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

**VIOLATIONS, CITATIONS, AND PENALTIES:**

If the investigation shows that the employer has violated a safety and health standard or 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, may be issued in lieu of a citation for certain non-serious violations.

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, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to $250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to $1.5 million.

The law provides that employers may appeal citations within 15 working days of receipt to 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.

**HELP IS AVAILABLE:**

To learn more about workplace safety rules, you may contact Cal/OSHA Consultative 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 obtaining information.

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

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

| District Offices | | |
|---|---|---|
| Anaheim Canyon | 3418 Brea Canyon Rd., Ste. 200, Diamond Bar 91765 | (909) 598-4410 |
| Bakersfield | 7718 Meany Ave., Bakersfield 93308 | (661) 588-6400 |
| Eureka | 1656 Union St., Eureka 95501 | (707) 445-6457 |
| Fresno | 1277 E. Alluvial Ave., Ste. 101, Fresno 93720 | (559) 454-1770 |
| Hayward | 1111 Jackson St., Ste. 240, Oakland 94607 | (510) 622-2916 |
| Long Beach | 300 Oceangate, Ste. 850, Long Beach 90802 | (562) 590-5100 |
| Los Angeles | 2550 Mariposa Mall, Rm. 2050, Los Angeles 90012 | (213) 576-7451 |
| Modesto | 3609 Standiford Ave., Ste. 5, Modesto 95350 | (209) 545-7310 |
| Monrovia | 1429 Santa Anita Ave., Ste. 200, Chula Vista 91911 | (619) 767-2280 |
| Oakland | 1515 Clay Street, Ste. 1103, Oakland 94612 | (510) 622-2916 |
| Redding | 1140 Gold Express Dr., Ste. 210, Gold River 95670 | (916) 851-4300 |
| Riverside | 3737 Main Street, Ste. 915, Riverside 92501 | (951) 782-4130 |
| Sacramento | 2031 Howe Ave., Ste. 210, Sacramento 95825 | (916) 263-0704 |
| San Bernardino | 464 W. 4th Street, Ste. 332, San Bernardino 92401 | (909) 383-4567 |
| San Diego | 7575 Metropolitan Dr., Ste. 210, San Diego 92108 | (619) 767-2280 |
| San Francisco | 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 | (415) 557-0300 |
| San Jose | 1887 Monterey Rd., Ste. 201, San Jose 95112 | (408) 277-1520 |
| Santa Ana | 2 MacArthur Place, Suite 720, Santa Ana 92707 | (714) 558-4451 |
| Santa Barbara | 411 E. Canon Perdido St., Santa Barbara 93101 | (805) 568-1222 |
| Van Nuys | 6150 Van Nuys Blvd., Ste. 430, Van Nuys 91401 | (818) 901-5403 |

| Regional Offices | | |
|---|---|---|
| San Francisco | 455 Golden Gate Ave., Rm 9516, San Francisco 94102 | (415) 557-0300 |
| Sacramento | 2031 Howe Avenue, Suite 210, Sacramento 95825 | (916) 263-0704 |
| Santa Ana | 2 MacArthur Place, Suite 720, Santa Ana 92707 | (714) 558-4300 |
| Monrovia | 1429 Santa Anita Ave., Suite 200, Monrovia 91016 | (626) 471-2122 |
| Fresno | 2550 Mariposa St. Rm. 4000, Fresno 93721 | (559) 445-5302 |

| Cal/OSHA Consultation Services | | |
|---|---|---|
| Field / Area Offices | | |
| Fresno / Central Valley | 2550 Mariposa Mall, Rm. 2005, Fresno 93721 | (559) 445-6503 |
| La Palma / Los Angeles/ Orange County | 1 Centerpointe Dr., Ste. 150, La Palma 90623 | (714) 562-5525 |
| Oakland / Bay Area | 1515 Clay Street, Ste. 1103, Oakland 94612 | (510) 622-2891 |
| Sacramento / Northern CA | 1750 Howe Ave., Ste. 490, Sacramento 95825 | (916) 263-0704 |
| San Bernardino | 464 West Fourth St. Ste. 339, San Bernardino 92401 | (909) 383-4567 |
| San Diego / Imperial Co. | 7575 Metropolitan Dr., Ste. 204, San Diego 92108 | (619) 767-2060 |
| San Fernando Valley | 6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401 | (818) 901-5754 |
| Consultation Regional Office | | |
| Fresno | 2550 Mariposa Mall, Rm. 3014, Fresno 93721 | (559) 445-5930 |

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 California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA maintains the operation of state plans to assure that continued approval is merited.

July 2025

## EMERGENCY

AMBULANCE: _____

FIRE – RESCUE: _____

HOSPITAL: _____

PHYSICIAN: _____

ALTERNATE: _____

POLICE: _____

CAL/OSHA: _____

CAL OSHA

**Posting is required by Title 8 Section 1512 (e), California Code of Regulations**

March 1993

State of California
Department of Industrial Relations
Cal/OSHA Publications
DOSHPublications@dir.ca.gov

# CALIF

## 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:**

- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical, developmental, mental health/psychiatric, HIV and AIDS)
- 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 hair texture and hairstyles)
- RELIGION (includes religious dress and grooming practices)
- REPRODUCTIVE HEALTH DECISION/MAKING
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION

**THE FAIR EMPLOYMENT AND HOUSING ACT PROTECTS YOUR CIVIL RIGHTS AT WORK.**

**HARASSMENT**

1. 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.
2. All employers must take reasonable steps to prevent all forms of harassment, and they must provide each employee with information about the illegal nature of sexual harassment and available legal remedies.
3. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

**DISCRIMINATION/REASONABLE ACCOMMODATIONS**

1. 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, 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.
3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.
4. 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 individ