

### EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

**Who is Protected?**

- Employees current and former, including managers and supervisors
- Job applicants
- Contractors and applicants for membership in a union

**What Organizations are Covered?**

- State and local governments (as employers)
- Federal government (as employers)
- Private employers (as employers)
- Any business
- Union agencies

**Under the EEOC's laws, an employer may not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or pay rate.**

**What is Protected?**

- Retaliation for filing a charge, making a complaint, or participating in a discrimination investigation or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

**Practices can be Challenged as Discriminatory?** All aspects of employment, including: hiring, promotion, assignment, demotion, discipline, discharge, benefits, harassment (including unwelcome verbal or physical conduct), pregnancy, childbirth, and related medical conditions, pay, and seniority.

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### EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

**Protected Veterans:** The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against veterans, recently separated veterans (i.e., within three years of discharge or release from Federal service), disabled veterans, or veterans of the Vietnam War.

**Retaliation:** Retaliation is prohibited against an employee who files a complaint of discrimination, participates in an EEOC proceeding, or otherwise opposes discrimination by federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under EEOC's authorities should contact immediately.

**What is Protected?**

- Retaliation for filing a charge, making a complaint, or participating in a discrimination investigation or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

### EARNED INCOME TAX CREDIT

**Life's a little easier with EITC**

**EITC is for people who work for someone else or own or run a business or a farm. To qualify, you must have low to mid income and meet the following rules.**

**To qualify, you and your spouse (if filing a joint return):**

- Must be a U.S. citizen or resident alien all year
- Must have earned income
- Must have a Social Security number that is valid for employment issued on or before the due date of the return (including extensions)
- Cannot have a qualifying child, such as interest income, or a certain amount
- Must have a living child and meet other requirements if you are married but not filing a joint return
- May not be a qualifying child of another person
- May not file Form 2555 (related to foreign earned income)

**You must also have a qualifying child or if you do not have a qualifying child:**

- You and your spouse (if filing a joint return) must live in the United States for more than half the year, and
- You and your spouse (if filing a joint return) must not qualify as a dependent of another person.

**To claim the EITC, you have to file a federal tax return even if you own no tax and are not required to file. File your tax return as soon as you have all the information you need about how much you earned. However, refunds for returns claiming the EITC can't be issued before mid-February. This delay applies to the entire refund, not just the portion associated with the EITC.**

### FEDERAL MINIMUM WAGE

**EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

**FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009**

**The Law requires employers to display this poster where employees can readily see it.**

**OVERTIME PAY** At least 1.5 times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR RESTRICTIONS** Federal law prohibits child labor in most non-farm jobs and at least 18 in work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-hazardous jobs with certain work hour restrictions. Different rules apply in agricultural occupations.

**TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees.

**WAGE AND HOUR DIVISION** U.S. DEPARTMENT OF LABOR 1-866-832-2363 www.dol.gov/agencies/eplaw

### PAYDAY NOTICE

**Regular Payments for Employees of**

By: \_\_\_\_\_ Title: \_\_\_\_\_

Payday notice must be given as follows:

- Weekly
- Bi-weekly
- Monthly
- Other

### EITC proporciona un incentivo para ayudar a pagar sus facturas o ahorrar para los tiempos difíciles.

**EITC es para las personas que trabajan para alguien más o son dueños o dirigen un negocio o una granja. Para tener derecho, usted debe tener ingresos bajos a medios y cumplir con las siguientes reglas.**

**Para el crédito, usted y su cónyuge (si presentan una declaración conjunta):**

- Por lo general, tienen que ser ciudadanos estadounidenses o extranjeros residentes de los Estados Unidos todo el año
- Tienen que tener ingresos de trabajo
- Tienen que tener un número de Seguro Social válido para el empleo, emitido en la fecha de vencimiento de la declaración (incluidas las prórrogas), o antes
- No pueden tener ingresos de inversión, como ingresos de intereses, que superen cierta cantidad
- Deben tener un hijo calificado y cumplir otros requisitos si están casados pero no presentan una declaración conjunta
- No pueden ser un hijo calificado de otra persona
- No pueden presentar el Formulario 2555 (relacionado con los ingresos ganados en el extranjero)

**Usted también tiene que tener un hijo calificado o si no tiene un hijo calificado:**

- Usted o su cónyuge (si presentan una declaración conjunta) deben tener al menos 25 años de edad, pero menos de 65 años de edad al final del año
- Si su viendavia y la de su cónyuge (si presentan una declaración conjunta) debe haber estado en los Estados Unidos\* por más de la mitad del año
- Usted no puede ser el dependiente o hijo calificado de otra persona.

**Para reclamar el EITC, usted tiene que presentar una declaración del impuesto federal, aun si no adeuda impuestos y no tiene el requisito de presentar una declaración. Presente su declaración de impuestos tan pronto como tenga toda la información que necesita sobre cuánto gana. No obstante, los reembolsos de la declaración se las da con el recibo del EITC no se pueden emitir antes de mediados de febrero. Esta demora se aplica al reembolso total, no sólo a la parte asociada al EITC.**

### DISCRIMINATION

## VIRGINIA HUMAN RIGHTS ACT

Code of Virginia - Title 2.2, Chapter 39

**It is the policy of the Commonwealth of Virginia to:**

- Eliminate unlawful discrimination against individuals on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or pay rate.
- Enforce the Commonwealth's anti-discrimination laws.
- Provide a fair and equitable process for resolving complaints of discrimination.
- Ensure that the Commonwealth's anti-discrimination laws are enforced in a timely and effective manner.

**Unlawful Discriminatory Practice Defined**

Conduct that violates any Virginia or federal statute or regulation governing discrimination in an unlawful discriminatory practice under the Virginia Human Rights Act.

**The complainant may be filed with:**

OFFICE OF THE ATTORNEY GENERAL  
Division of Human Rights  
202 North 9th Street  
Richmond, Virginia 23219  
www.oag.state.va.us • CivRights@oag.state.va.us  
P: (804) 225-2292; F: (804) 225-3294

### FMLA - FAMILY AND MEDICAL LEAVE ACT

**Your Employee Rights Under the Family and Medical Leave Act**

**What is FMLA?** The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employers.

**Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:**

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition.
- Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is an active member of the armed forces.

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### COVENANTS NOT TO COMPETE NOTICE

Code of Virginia Title 40.1, Labor and Employment Chapter 3, General Provisions Article 1.1

**§ 40.1-287.8. Covenant not to compete prohibited as to low-wage employees.**

**As used in this section:**

- "Covenant not to compete" means a covenant or agreement, including a provision of a contract of employment, between an employer and employee that restrains, prohibits, or otherwise restricts the employee's ability to terminate the individual's employment, to compete with his former employer. A covenant not to compete shall not restrict an employee from providing a service to a customer of the employer if the employee does not initiate contact with or solicit the customer or client.
- "Low-wage employee" means an employee whose average weekly earnings, as determined pursuant to subsection B of this section, are less than the median hourly wage for employees in the Commonwealth for all occupations as reported for the preceding year, by the Bureau of Labor Statistics of the U.S. Department of Labor.

**How do I request FMLA leave?** Generally, you need FMLA leave you must: follow your employer's normal policies for requesting leave; give notice at least 30 days before you need FMLA leave, or if advance notice is not possible, give notice as soon as possible.

### VIRGINIA EARNED INCOME TAX CREDIT

**Did you know Virginia has an income tax credit for low-income, working individuals and families?**

**Could you be eligible?**

**FIND OUT IF YOU QUALIFY** for the Commonwealth of Virginia income tax credit today! Visit the Low Income Individuals Credit page on the Virginia Tax site: [www.tax.virginia.gov/low-income-individuals-credit](http://www.tax.virginia.gov/low-income-individuals-credit)

**Two ways to increase your income:**

- ✓ The Federal Earned Income Tax Credit
- ✓ The Virginia Credit for Low Income Individuals

**Call the Virginia Department of Taxation at: (804) 367-8031, PAY-VTAX at: (804) 339-1307 or visit: [www.tax.virginia.gov](http://www.tax.virginia.gov)**

### ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employees CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a false expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

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**WAGE AND HOUR DIVISION** U.S. DEPARTMENT OF LABOR 1-866-832-2363 www.dol.gov/agencies/eplaw

### UNEMPLOYMENT COMPENSATION

**NOTICE TO WORKERS**

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Virginia UI eligibility laws. You may file a UI claim the first week that employment stops or work hours are reduced.

**YOU MAY APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS IF:**

- You are totally unemployed.
- You are working reduced weeks or hours.

**YOU WILL NEED TO PROVIDE:**

- Your full legal name
- Your Social Security Number
- Your authorization to work (if you are not a U.S. Citizen or resident)

**IF TOTALLY UNEMPLOYED, ON A TEMPORARY LAYOFF, OR IF WORKING REDUCED HOURS:**

The first week you are unemployed, register for work, and file a claim for benefits. You can file your claim online at [www.vcs.virginia.gov](http://www.vcs.virginia.gov) or by calling our Customer Contact Center at 1-866-832-2363. Register for work online at [www.vcs.virginia.gov](http://www.vcs.virginia.gov).

**TO BE ELIGIBLE FOR BENEFITS, THE LAW REQUIRES THAT YOU:**

- File a claim with the Virginia Employment Commission.
- Have earned sufficient wages from employers who are other than the Virginia Unemployment Compensation Act or any other State within your base period.
- Must be unemployed through no fault of your own.

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### EMPLOYEE POLYGRAPH PROTECTION ACT

**EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act (EPPA) prohibits most private employers from using any provision of any State or local law for pre-employment screening or during the course of employment.

**PROHIBITIONS:** Employers are generally prohibited from requiring or requesting any employee or job applicant to take lie detector tests, from discharging, disciplining, or otherwise discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. EPPA prohibits federal, state and local governments from being affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

**ENFORCEMENT:** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. EPPA also provides a private cause of action for individuals involved in a workplace incident that, embezzlement, etc. that resulted in economic loss to the employee. The law also provides a private cause of action for individuals who are subject to numerous strict standards concerning the conduct and length of the test. Exemptions have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**THE LAW REQUIRES EMPLOYERS AND JOB APPLICANTS CAN READILY SEE:**

**WAGE AND HOUR DIVISION** U.S. DEPARTMENT OF LABOR 1-866-832-2363 www.dol.gov/agencies/eplaw

### DISABILITY ACCOMMODATIONS

**VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR DISABILITY**

**Protections from Discrimination - Va. Code § 2.2-3905.1**

Effective July 1, 2021, employers with five or more employees in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation would impose an undue hardship on the employer. "Person" also includes an individual who has a disability and substantially limits one or more of her major life activities or who has a record of such impairment. Employers also may not, in response to a request for a reasonable accommodation for disability:

- take adverse actions against an employee;
- deny employment or promotions; or
- require an employee to take leave if another reasonable accommodation can be provided.

**Reasonable Accommodations**

Examples of reasonable accommodations include modifying work policies, permitting the use of leave, restructuring to a vacant position, acquisition or modification of equipment, assistance with manual labor, job reassignment, a modified work schedule, and light duty assignments.

**Interactive Process**

When an employee requests an accommodation, employers must engage in a timely, good faith interactive process with the employee to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided.

**Complaints**

Any person who believes they were discriminated against on this basis may file a complaint with the Office of Civil Rights.

**OFFICE OF THE ATTORNEY GENERAL**  
Office of Civil Rights  
202 North 9th Street, Richmond, Virginia 23219  
civrights@oag.state.va.us  
P: (804) 225-2292; F: (804) 225-3294

### WITHHOLDING STATUS

**YOU MAY NEED TO CHECK YOUR WITHHOLDING STATUS**

Since you lost form W-4 you need to check your withholding.

- Many or few dependents?
- Change your name?
- Are there major changes to...?
- Your non-wage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse, started or ended a job)?
- Your itemized deductions?
- How much of your income is earned, will be earned, or is from a trust?
- Are you claiming a refund?
- Are you claiming a refund?
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### WORKERS' COMPENSATION

**WORKERS' COMPENSATION NOTICE**

The employees of this business are covered by the Virginia Workers' Compensation Act. In case of injury by accident or notice of an occupational disease:

**THE EMPLOYEE SHOULD:**

- Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease.
- Promptly give to the employer and to the Virginia Workers' Compensation Commission notice of any claim for compensation for the period of disability beyond the seventh day after the accident or date of notice of the occupational disease.
- File a written report with the employer and the Virginia Workers' Compensation Commission.
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**NOTE:** The employer's report of accident is not the filing of a claim for the employee. The voluntary payment of wages or compensation during disability, or of medical expenses, does not affect the running of the time limitation for filing claims. An award based on a voluntary agreement must be entered or a claim filed within two years; one year in death cases.

**THE EMPLOYER SHOULD:**

- At the time of the accident, give the employee the names of at least three physicians from which the employee may select the treating physician.
- Report the injury to the Commission through your carrier or directly to the Commission.
- Accurately determine the employee's average weekly wage, including overtime, meals, uniforms, etc.

**Reasonable Accommodations**

Examples of reasonable accommodations include modifying work policies, permitting the use of leave, restructuring to a vacant position, acquisition or modification of equipment, assistance with manual labor, job reassignment, a modified work schedule, and light duty assignments.

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### USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

**YOUR RIGHTS UNDER USERRA**

**THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

USERRA protects the jobs of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

**REEMPLOYMENT RIGHTS**

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that you give your employer advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services or in some cases, a comparable job;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

**RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**

If you are a past or present member of the uniformed service, you have the right to be reemployed in the uniformed service or to be obligated to serve in the uniformed service, but an employer may not deny you: initial employment; reemployment; retention in employment; promotion; or any benefit of employment, because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <https://www.dol.gov/agencies/vets/programs/userra/poster>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

**Publication Date: May 2022**

U.S. Department of Labor U.S. Department of Justice Office of Special Counsel EESGR Employer Support Of The Guard and Reserve 1-800-368-6969

### REASONABLE ACCOMMODATIONS FOR PREGNANCY

**REASONABLE ACCOMMODATIONS FOR PREGNANCY**

**Protections from Discrimination - Va. Code § 2.2-3909** Effective July 1, 2020, employers with five or more employees for a 20-week period in the current or preceding year must provide reasonable accommodations for pregnancy, childbirth or related medical conditions, including lactation, unless the accommodation would impose an undue hardship. Employers also may not, in response to a request for a reasonable accommodation for pregnancy:

- take adverse actions against an employee;
- deny employment or promotions; or
- require an employee to take leave if another reasonable accommodation can be provided.

**Reasonable Accommodations**

Examples of reasonable accommodations include modifying work policies, permitting the use of leave, restructuring to a vacant position, acquisition or modification of equipment, assistance with manual labor, job reassignment, a modified work schedule, and light duty assignments.

**Interactive Process**

When an employee requests an accommodation, employers must engage in a timely, good faith interactive process with the employee to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided.

**Complaints**

Any person who believes they were discriminated against on this basis may file a complaint with the Division of Human Rights or seek relief by filing a civil action in state court.

**OFFICE OF THE ATTORNEY GENERAL**  
Division of Human Rights  
202 North 9th Street, Richmond, Virginia 23219  
www.virginia.gov | human\_rights@oag.state.va.us | P: (804) 225-2292; F: (804) 225-3294

### SEIZURE FIRST AID

**Seizure First Aid**

How to help someone having a seizure

**STAY with the person until they are awake and alert after the seizure.**

- ✓ Time the seizure ✓ Remain calm
- ✓ Check for medical ID

**Keep the person SAFE**

- ✓ Move or guide away from harm

**Turn the person onto their SIDE if they are not awake and aware.**

- ✓ Keep airway clear
- ✓ Loosen tight clothes around neck
- ✓ Put something small and soft under the head

**Seizure lasts longer than 5 minutes**

- ▶ Repeated seizures
- ▶ First time seizure
- ▶ Difficulty breathing
- ▶ Seizure occurs in water

**Do NOT**

- ✗ Do NOT restrain.
- ✗ Do NOT put any objects in their mouth.

**Rescue medicines can be given if prescribed by a health care professional**

**Learn more: [epilepsy.com/firstaid](http://epilepsy.com/firstaid)**

**EPILEPSY FOUNDATION** epilepsy.com

**24/7 Helpline: 1-800-332-1000**

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### OCCUPATIONAL SAFETY AND HEALTH PROTECTION

## Job Safety and Health Protection

**Employers**

Each employer shall furnish that each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees, and shall comply with occupational safety and health standards issued under the law.

**Employees**

Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Law that apply to his own actions and conduct on the job.

**Inspection**

The Law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the VOSH inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the VOSH inspector must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

**Citation**

If upon inspection VOSH believes an employer has violated the Law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The VOSH citation must be prominently displayed at or near the place of alleged violation for three days or until the violation is corrected, whichever is later, to warn employees of dangers that may exist there.

**Proposed Penalty**

The Law provides for mandatory penalties against private sector employers of up to \$15,875 for each serious violation and for optional penalties of up to \$1,875 for each other-than-serious violation. Penalties of up to \$15,875 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$158,725 for each such violation.

**Public Sector employers, all departments, agencies, institutions or other political subdivisions of the Commonwealth, are subject to the penalty provisions of 16VAC 25-60-260.**

**Complaint**

Employees or their representatives have the right to file a complaint with the nearest VOSH office requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. VOSH will withhold, on request, names of employees filing complaints. Complaints may be made at the Department of Labor and Industry addresses shown below.

**Discrimination**

It is illegal to retaliate against an employee for using any of their right under the law, including raising a safety or health concern with the employer or VOSH, or reporting a work-related injury or illness.

An employee who believes they have been discriminated against for exercising their rights under the Law, may file a complaint with the Commissioner of the Virginia Department of Labor and Industry within 60 days of the alleged discrimination.

**CASPA**

Complaints about State Plan Administration: Any person may complain to the Regional Administrator of OSHA (address below) concerning the Administration of the State Safety and Health Program.

**State Coverage**

The VOSH program shall apply to all public and private sector businesses in the State except for Federal agencies, businesses under the Atomic Energy Act, railroad rolling stock and tracks, certain Federal enclaves, and businesses covered by the Federal Maritime jurisdiction.

**Voluntary Activity**

Voluntary efforts by the employer to assure its workplace is in compliance with the Law are encouraged. Voluntary Safety and Health Consultation and Training Programs exist to assist employers. These services may be obtained by contacting the Virginia Department of Labor and Industry addresses

**Recordkeeping**

Employers now have a new system for tracking workplace injuries and illnesses. OSHA's new recordkeeping log (Form 300) is simpler to understand and use. Using a recording and answer format, the revised recordkeeping rule provides guidance for questioning occupational injuries and illnesses and explains how to classify specific cases. Smaller employers (10 or fewer employees) are exempt from most requirements. To see if your industry is partially exempt, visit the OSHA Website at [www.osha.gov/recordkeeping/pub3169ext.html](http://www.osha.gov/recordkeeping/pub3169ext.html).

**Accident Reporting**

All fatalities must be reported to VOSH within eight (8) hours. All injuries or illnesses that result in an in-patient hospitalization, amputation or loss of an eye must be reported to VOSH within twenty-four (24) hours. Failure to report may result in significant monetary penalties.

**VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY**

**Regional Offices:**

- Headquarters:** Brookfield Place, 606 West Broad Street, Suite 500, Richmond, Virginia 23230. VOICE (804) 371-2327, FAX (804) 371-6524.
- Northern Virginia/Manassas:** 9400 Innovation Drive, Suite 120, Manassas, VA 20110. (703) 392-0900.
- Tidewater/Norfolk:** 6363 Center Drive, Building 6, Suite 101, Norfolk, VA 23502. (757) 445-0891.
- Southwest/Roanoke:** Branner Village, 3013 Peters Creek Road, Roanoke, VA 24019. (540) 562-3580.
- Abingdon:** The Johnson Center, 468 East Main Street, Suite 114, Abingdon, VA 24210. (276) 676-5465.
- Lynchburg:** 3704 Old Forest Road, Suite B, Lynchburg, VA 24501. (434) 385-0806.
- Charlottesville:** 201 Lee Highway, PO Box 772, Charlottesville, VA 22908. (540) 248-9482.

**Gary G. Pan**  
Commissioner

**VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY**  
VIRGINIA SAFETY AND HEALTH CODE BOARD

**U.S. Department of Labor OSHA**  
Regional Administrator The Curtis Center, STE 740 West 17th Street Philadelphia, PA 19106-3309 (215) 861-4900

**EMPLOYERS: THIS POSTER MUST BE DISPLAYED IN A PROMINENT PLACE IN THE ESTABLISHMENT TO WHICH YOUR EMPLOYEES NORMALLY REPORT TO WORK.**

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