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EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

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:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 of 1964, as amended, protects applicants and employees from discrimination in protects applicants and employees from discrimination based on genetic hiring, promotion, discharge, pay, fringe benefits, job training, classification, to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship. **DISABILITY** Title I and Title V of the Americans with Disabilities Act of 1990, as disability in hiring, promotion, discharge, pay, fringe benefits, job training,

amended, protect qualified individuals from discrimination on the basis of classification, referral, and other aspects of employment. Disability discrimination ncludes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification,

eferral, and other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages 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.

information in hiring, promotion, discharge, pay, fringe benefits, job training, referral, and other aspects of employment, on the basis of race, color, religion, sex classification, referral, and other aspects of employment. GINA also restricts (including pregnancy), or national origin. Religious discrimination includes failing employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of 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 applicants, employees, or their family members. **RETALIATION** All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (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 information about charge filing, is available at www.eeoc.gov.

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, SEXUAL ORIENTATION, GENDER IDENTITY,

NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. PAY SECRÉCY Executive Order 11246, as amended, protects applicants and or release from active duty), active duty wartime or campaign badge veterans, or employees from discrimination based on inquiring about, disclosing, or discussing Armed Forces service medal veterans. their compensation or the compensation of other applicants or employees. INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). employee, barring undue hardship to the employer. Section 503 also requires

> If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov. 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 of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination or without reasonable accommodation, can perform the essential functions of the causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

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.

RETALIATION Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately

VERMONT

CHILD LABOR POSTER

Children Age 14 and 15 MAY NOT work in any of the hazardous occupations non-hazardous jobs. above and may not work in communications or public utilities jobs, construction or epair jobs, driving a motor vehicle or helping a driver, manufacturing and mining occupations, power-driven machinery or hoisting apparatus other than typical office machines, processing occupations, public messenger jobs, transporting of persons or property, workrooms where products are manufactured, mined or processed, or warehousing and storage.

manufacturing, non-mining, non-hazardous jobs under the following conditions: No more than 3 hours on a school day or 18 hours in a school week; 8 hours on a non-school day or 40 hours in a non-school week. Also, work may not begin before hours are extended to 9 p.m. Different rules apply in agricultural employment Examples of permitted jobs include office, grocery store, retail store, restaurant, movie theater, baseball park, amusement park, or gasoline service station. Children Age 16-18

An employee must be at least 16 years old to work in most non-farm jobs. No person less than 18 years old may work in any occupation declared Department of Labor. The following occupations have been declared hazardous (see child labor rules for additional information): Hazardous Occupations

Manufacturing and storing of explosives, driving a motor vehicle and being an outside helper on a motor vehicle; coal mining, logging and sawmilling, power driven woodworking machines, exposure to radioactive substances, power-driven noisting apparatus, power-driven metal-forming, punching, and shearing machines, mining, other than coal mining, meat packing or processing (including the use of power-driven meat slicing machines), power-driven bakery machines, power driven paper-product machines, manufacturing brick, tile, and related products, power-driven circular saws, band saws, and guillotine shears, wrecking, demolition, and shipbreaking operations, roofing operations, or excavation operations. There are some exemptions for apprentice/student-learner programs in

A person must be at least 18 to work in any of the hazardous non-farm jobs listed above

PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment disabled veterans, recently separated veterans (i.e., within three years of discharge

receive Federal financial assistance

amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with

contact the Federal agency providing such assistance. Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

CHILD LABOR LAWS

Children Age 14 and 15 MAY work outside school hours in various non-7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening

nazardous by the Secretary of the USDOL or the Commissioner of Vermont

some of these hazardous occupations.

AGRICULTURAL EMPLOYMENT: Once a person turns 16 years old, he or she can do any job in agriculture.

A youth 14 or 15 years old can work in agriculture, on any farm, but only in A youth 12 or 13 years of age can only work in agriculture on a farm if a parent has given written permission or if a parent is working on the same farm as his or her

child, and only in non-hazardous jobs. If the youth is **younger than 12**, he or she can only work in agriculture on a farm if the farm is not required to pay the Federal minimum wage. Under the FLSA, "small" farms are exempt from the minimum wage requirements. "Small" farm means any farm that did not use more than 500 "man-days" of agricultural labor in any calendar quarter (3-month period) during the preceding calendar year. "Man-day" means any day during which an employee works at least one hour. If the farm is 'small," workers under 12 years of age can only be employed with a parent's permission and only in non-hazardous jobs.

Hazardous agricultural occupations include: • Operating a tractor of over 20 PTO (Power-Take-Off) horsepower, or connecting or disconnecting implements or parts to such a tractor. Operating or helping to operate Corn picker, cotton picker, grain combine hay mower, forage harvester, hay baler, potato digger, or mobile pea viner, Feed grinder, crop dryer, forage blower, auger conveyor, or the unloading mechanism of a non-gravity-type self-unloading wagon or trailer; or, Power post-hole digger, power post driver, or non-walking-type rotary tiller, Trencher

or earthmoving equipment; Fork lift; Potato combine; or Power-driven circular, band or chainsaw. · Working on a farm in a yard, pen, or stall occupied by Bull, boar, or stud horse for breeding, or Sow with suckling pigs, or cow with newborn calf with umbilical Loading, unloading, felling, bucking, or skidding timber with a butt (large end)

diameter of more than 6 inches Working from a ladder or scaffold at a height of over 20 feet. Driving a bus, truck, or automobile when transporting passengers, or riding on a tractor as a passenger or helper

Equal Opportunity is the Law: The State of Vermont is an Equal Opportunity/ Affirmative Action Employer. Applications from women, individuals with disabilities and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

WH-4 (9/07)

EMPLOYMENT PROTECTIONS FOR VICTIMS OF CRIME

Employment Protections for Victims of Crime | Notice of Employee Rights

discrimination by employers based on their status as a crime victim. Employers are also required to provide crime victims with job-protected, unpaid leave to attend certain legal proceedings relating to the crime. **EFFECTIVE AS OF:** July 1, 2018

WHO IS A CRIME VICTIM?

Under the law, a "crime victim" is a person who has: · Obtained a relief from abuse order against a family or household member;

 Obtained a court order against stalking or sexual assault; Obtained a court order against abuse of a vulnerable adult; or

Sustained physical, emotional or financial injury as the direct result of a crime, and is identified as a crime victim in an affidavit filed by law enforcement.

VERMONT ATTORNEY GENERAL CIVIL RIGHTS UNIT 109 State St., Montpelier, VT 05062 888-745-9195 OR 802-828-3657

Under Vermont law, crime victims are protected from harassment or other Employees who are crime victims have the right to take unpaid leave to attend: · Criminal proceedings where the employee has a legal right or obligation to

appear at the proceeding; • Relief from abuse hearings and neglect or exploitation hearings under when the employee is a plaintiff; or

Hearing concerning an order against stalking or sexual assault. While on crime victim leave, employees may use any accrued sick leave, vacation

leave, or any other paid leave. Employees must continue to receive employment benefits while on leave, and have the right to return to their same job or a comparable position upon return. **VERMON DEPARTMENT OF LABOR**

AGO.CivilRights@Vermont.gov

HUMAN RIGHTS COMMISSION 14-16 Baldwin St., Montpelier, VT 05062 800-416-2010 OR 802-828-2480 www.hrc.Vermont.gov

Ithcare Whistleblower's Protection Act

To report a violation, unsafe condition or

practice or an illegal act in your workplace,

contact: (The employer should fill in this information)

http://legislature.vermont.gov/statutes/chapter/21/005

This poster may be copied.

HEALTHCARE WHISTLEBLOWER'S PROTECTION ACT

whistleblower

There is protection for Healthcare Employees Who Report or Refuse to Commit Illegal Acts* It is illegal for your employer to fire you, threaten you, retaliate against you or treat you differently because:

. You reported a violation of the law by your employer to any person, entity, or public body: . You reported a medical error or improper quality of patient care by your employer to any person, entity, or public body; . You reported something that risks someone's health or safety: 4. You have objected or refused to participate in any activity, policy, or practice

of your employer that you reasonably believe is a violation of a law or (Name) constitutes improper quality of care, or that will endanger your life; or 5. You have been involved in an investigation or hearing held by the government. You are protected by this law ONLY if: You are employed by a hospital, or nursing home; and

. You tell your employer about the problem and allow a reasonable time for it to be corrected; or . You have good reason to believe that your employer will not correct the problem If you have been fired or your employer has retaliated against you due to a violation of this law, you may:

1. Use any available internal process, grievance procedure, or similar process * A copy of the complete statute can be found at: available to you to maintain or restore any loss of employment rights with your employer; or Bring an action in the superior court of the county where the retaliation by your employer occurred.

FOR MORE INFORMATION

CALL THE VERMONT DEPARTMENT OF LABOR | 1-802-951-4083 | TTY/Relay Service at 711 | TDD services at 1-800-650-4152 Auxiliary aides and services are available upon request for individuals with disabilities. Interpretive services are also available for persons with limited English proficiency.

VERMONT FAMILY LEAVE ACT

PARENTAL LEAVE, FAMILY LEAVE, AND SHORT-TERM FAMILY LEAVE

work an average of 30 hours per week over the course of a year. Vermont's Family Leave Law, which includes Short-Term Family Leave, covers employers with 15 or more workers who work an average of 30 hours per week over the course of a year A worker who has worked for a covered employer for an average of 30 hours a week for a year is entitled to leave under these laws. During any 12 month period, the

worker is entitled to up to 12 weeks of unpaid leave: Parental Leave: during the pregnancy and/or after childbirth; or, within a year following the initial placement of a child 16 years of age or younger with the worker for the purpose of adoption; Family Leave: for the serious illness of the worker, worker's child, stepchild, ward, foster child, party to a civil union, parent, spouse, or parent of the

and, in addition to the leave provided in 21 V.S.A. Sec. 472, a worker is entitled to **short-term family leave** of up to 4 hours in any 30 day period (but not more than 24 hours in any 12 month period) of unpaid leave: Short-Term Family Leave: to participate in preschool or school activities lirectly related to the academic advancement of the worker's child, stepchild, oster child or ward who lives with the worker; to attend or to accompany the worker's child, stepchild, foster child or ward who lives with the worker or the

worker's parent, spouse or parent-in-law to routine medical or dental appointments; to accompany the worker's parent, spouse, or parent-in-law to other appointments for professional services related to their care and wellbeing; to respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the worker or the employee's parent, The worker must give reasonable written notice of intent to take family or parental leave, including the anticipated dates the leave will start and end. The employer may not require notice more than 6 weeks prior to birth or adoption. It

erious illness is claimed, the employer may require certification from a physician. For **short-term family leave**, a worker must give notice as early as possible, at least seven days before the leave is to be taken unless waiting seven days could have a significant adverse impact on the employee's family member.

Vermont Department of Labor).

A worker may choose to use sick leave, or vacation leave, or any other accrued paid leave time during the leave, up to six weeks. The employer may not require the worker to do so. Use of paid leave does not extend the overall leave time to which the worker is entitled. The employer must continue to provide all worker benefits unchanged during the

VERMON

DEPARTMENT OF LABOR

leave period but may require the worker to contribute to the cost at the existing rate of worker contribution. Upon return from leave, a worker must be offered the job held previously or a comparable one at equal pay, benefits, seniority, and other terms and conditions. **Exceptions:** A worker is not entitled to leave under the Parental and Family Leave

Act if the employer can prove by clear and convincing evidence that:

Layoff: during the period of leave the employee's job would have been terminated or the worker would have been laid off for reasons unrelated to Unique Services: the worker performed unique services and hiring a permanent replacement during the leave, after giving the worker notice of intent to do so, was the employer's only available alternative to prevent

substantial and grievous economic injury. This law sets a minimum standard for parental and family leave rights. It does not prevent an employer from offering a more generous leave policy and does not reduce an employer's obligation under a collective bargaining agreement or existing program that provides greater leave rights than the law requires.

EMPLOYEES ARE PROTECTED FROM RETALIATION OF ANY KIND IN CONNECTION WITH THE ENFORCEMENT OF THIS LAW.

 bring a private lawsuit for injunctive relief, economic damages including prospective lost wages for a period not to exceed one year, attorney fees and (if you are not a state worker) lodge a complaint with the Office of the Attorney General at 828-3657, or (if you are a state worker) lodge a complaint with the Vermont Human Rights Commission at **828-2480**. These agencies may investigate your complaint and bring action in court to enforce this law.

To obtain copies of this poster, call the Vermont Department of Labor at 802-951-4083 or visit our website at: http://labor.vermont.gov/wordpress/wp-content/uploads//WH-14-Parental-Family-Leave-Poster.pdf

A worker aggrieved by a violation of this law mav:

Equal Opportunity is the Law The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD

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

CHILD LABOR An employee must be at least 16 years old to work in most non-farm repeated. The law also prohibits retaliating against or discharging workers who file obs and at least 18 to work in non-farm jobs declared hazardous by the Secretary 🛮 a complaint or participate in any proceeding under the FLSA. of Labor. Youths 14 and 15 years old may work outside school hours in various ADDITIONAL INFORMATION non-manufacturing, non-mining, non-hazardous jobs with certain work hours estrictions. Different rules apply in agricultural employment. IP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum

nourly wage, the employer must make up the difference. NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child or one year after the child's birth each time such employee has a need to express 🔹 Certain full-time students, student learners, apprentices, and workers with breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated

violation of the minimum wage or overtime pay provisions of the law. Civil money

The law requires employers to display this poster where employees can penalties may also be assessed for violations of the FLSA's child labor provisions. that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or

> Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.





WH-14 (06/19)

EMPLOYEE POLYGRAPH PROTECTION ACT

VERMONT & FEDERAL LABOR LAW POSTER

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private any provision of any State or local law or any collective bargaining employers from using lie detector tests either for pre-employment screening or during the course of employment. PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for unauthorized persons. exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by

the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national securityrelated activities. The Act permits polygraph (a kind of lie detector) tests THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE to be administered in the private sector, subject to restrictions, to certain **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt

agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

WAGE AND HOUR DIVISION

DEPARTMENT OF LABOR

1-866-487-9243

WH1462 REV 07/16

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did you... Now is the time to check your withholding. For more details, get

Marry or divorce? Gain or lose a dependent Change your name? Were there major changes to... Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)?

Your tax credits? If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last réturn, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

DEPARTMENT OF LABOR

Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site. **Employer**: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. Publication 213 (Rev. 8-2009) Cat. No. 11047P

Department of the Treasury

Internal Revenue Service www.irs.gov

PREGNANCY ACCOMMODATIONS **Accommodations for Pregnant Employees In Vermont**

or childbirth

WHAT IS THE LAW? An employee with a pregnancy-related condition has a right to · Access to a chair or stool reasonable accommodations in the workplace to perform her job. A pregnancy-related condition is one caused by pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law

WHEN DOES IT BECOME EFFECTIVE? January 1, 2018 WHAT ARE THE EMPLOYER'S OBLIGATIONS? When employees request a reasonable accommodation pertaining to pregnancy, the employer should take time to work with the employee to fulfill the request, Ignoring a request, retaliating against, or firing the employee requesting a reasonable accommodation could expose the employer to damages and civil penalties.

DOES AN EMPLOYER HAVE TO GRANT EVERY ACCOMMODATION

An employer may decline a reasonable accommodation if

the accommodation would constitute an undue hardship. An

accommodation creates an undue hardship if it would be significantly difficult, unduly expensive or unworkable to put into place. WHAT ARE THE EMPLOYEE'S RIGHTS? If you feel you need reasonable accommodations to perform your job. you must request the accommodation by communicating with your employer. Examples of pregnancy related accommodations include,

Work Telephone

benefits need not accrue **during** the period of actual disability.

VERMONT

For more information, contact the Vermont Department of Labor at (802) 828-2286.

Notice of Employee Rights More breaks for the bathroom, water intake, or rest • Time off for prenatal appointments A private, clean space for breast feeding. Assistance with specific duties, such as manual labor or heavy lifting • Time off to recover from medical conditions related to pregnancy

> If you feel you need reasonable accommodations to perform the essential functions of your job, you must request the accommodations by communicating with your employer FOR MORE INFORMATION: STATE OF VERMONT ATTORNEY GENERAL'S OFFICE:

09 State Street, Montpelier, VT 0560 888-745-9195 or 802-828-3657 AGO.CivilRights@vermont.gov You may also contact the **HUMAN RIGHTS COMMISSION** 14-16 Baldwin St., Montpelier, VT 05633

800-416-2010 or 802-828-2480

www.hrc.vermont.gov

Email

human.rights@vermont.gov NOVEMBER 2017

(Rev. 09/14)

WC-9 (06/17)

Name and Title:

employment, whichever comes later.

perform service in the uniformed service and:

with that particular employer

some cases, a comparable job.

other than honorable conditions.

of service: and

Address and Telephone Number

SAFETY RECORDS

POSTING OF SAFETY RECORDS NOTICE TO EMPLOYEES VERMONT DEPARTMENT OF LABOR Under Vermont law (21 V.S.A. §691a) all Vermont employers must advise their employees of where they may review the employer's record

of workplace safety, including workplace injury and illness. The employer's data shall be available for review by any employee and by the Commissioner of Labor, but this information shall not otherwise be public information. The employer's data is available at

> (Name) (Location)

EMPLOYER'S REINSTATEMENT LIABILITY

NOTICE WORKER'S COMPENSATION REINSTATEMENT RIGHTS VERMONT LAW REQUIRES POSTING OF THIS NOTICE

21 VSA §643b Reinstatement; seniority and benefits protected This law provides that an employer who regularly employs ten or more people (at least 10 of whom work more than 15 hours a week), has an obligation to rehire a worker who has suffered a work related injury **provided** that the following conditions are met:

1. The worker recovers from the injury within two (2) years of the onset of disability; and 2. The worker keeps the employer informed of his or her interest in reinstatement and his or her current mailing address; and 3. The worker had an expectation of continuing work had the injury not occurred; and 4. The worker is physically capable of performing either his or her prior job, if available, or an alternative suitable position. Reinstatement must be with all benefits earned up to the date of injury, including both seniority and accrued leave time. Obviously, such

Please note that the right to reinstatement applies only to the first available suitable job. Thus, the employer is not obligated either to create

Should you have questions regarding the above, please contact the Vermont Department of Labor, Workers' Compensation and Safety Division at 802-828-2286 or our website: www.labor.vermont.gov. www.labor.vermont.gov

an "extra" position for a returning worker or to layoff a current employee in order to comply with this law.

FOR FURTHER INFORMATION CONTACT: Vermont Department of Labor P. O. Box 488 Montpelier, Vermont 05601-0488 Email: LABOR.WCComp@vermont.gov

Telephone: (802) 828-2286 TDD: (800) 650-4152 Fax: (802) 828-2195 **VERMONT MINIMUM WAGE**

NOTICE | MINIMUM WAGE

FOR VERMONT EMPLOYERS AND WORKERS MINIMUM WAGE RATE Effective 01/01/2022 \$12.55 per hour Effective 01/01/2021 \$11.75 per hour \$10.96 per hour Effective 01/01/2020 **BASIC WAGE RATE (TIPPED EMPLOYEES)**

Effective 01/01/2022 \$6.28 per hour Effective 01/01/2021 \$5.88 per hour Effective 01/01/2020 \$5.48 per hour MAXIMUM TIP CREDIT ALLOWED Effective 01/01/2022 \$6.28 per hour

ffective 01/01/202 Effective 01/01/2020 Service or Tipped Employees: "A service or tipped employee" means an employee of a hotel, motel, tourist place, or restaurant who customarily and regularly receives more than \$120.00 a month in tips for direct and personal customer service. Basic Wage Rate: The basic wage rate is the minimum required employer contribution towards the minimum wage for service or tipped

employees. If an employee does not receive sufficient tips in the work week to at least achieve the minimum wage for all hours worked that week, the employer must make up the difference. Vermont Department of Labor - Wage & Hour Division 63 Pearl Street Burlington, Vermont 05401 <u>Labor.WageHour@vermont.gov</u>

Phone: (802) 951-4083 | Fax: (802) 865-7655

.VERMONT Labor. Vermont.gov/Rights-and-Wages

WORKERS' COMPENSATION

VERMONT - EMPLOYER'S LIABILITY AND WORKERS' COMPENSATION NOTICE TO EMPLOYEES

VERMONT

HAS COMPLIED WITH THE PROVISIONS OF TITLE 21 OF THE VERMONT STATUTES, ANNOTATED §687, BY OBTAINING WORKERS' COMPENSATION INSURANCE COVERAGE THROUGH:

(INSURANCE CARRIER) WORKERS' COMPENSATION BENEFITS FOR LOST TIME, MEDICAL EXPENSES, DISABILITY OR DEATH BECAUSE OF A WORK-RELATED

INJURY ARE AVAILABLE THROUGH THE ABOVE NAMED COMPANY AN INJURED EMPLOYEE MUST IMMEDIATELY NOTIFY HIS/HER EMPLOYER OF AN INJURY • THE EMPLOYER MUST FILE AN EMPLOYEE CLAIM AND EMPLOYER'S FIRST REPORT OF INJURY (FORM 1) WITH THE DEPARTMENT OF LABOR AND INDUSTRY WITHIN 72 HOURS OF THE NOTICE OF AN INJURY THAT REQUIRES MEDICAL ATTENTION OR RESULTS IN TIME LOST FROM WORK. THE EMPLOYER MUST ALSO PROVIDE A COPY OF THE FORM 1 TO THE INJURED WORKER AND TO THE INSURANCE CARRIER • IF THE EMPLOYER FAILS TO FILE A FIRST REPORT, AN EMPLOYEE MAY FILE A **notice of injury and claim for compensation** (form 5) WITH THE VERMONT DEPARTMENT OF LABOR WITHIN SIX MONTHS OF THE DATE OF INJURY. • INFORMATION CONCERNING INJURED WORKER RIGHTS AND BENEFITS IS AVAILABLE ON THE DEPARTMENT'S WORKERS' COMPENSATION

WEBSITE AT http://www.labor.vermont.gov OR BY CALLING (802) 828-2286. Equal opportunity is the Law. The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Application from women, individuals with disabilities, and people from diverse culture backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals withdisabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

WC-10 (12/05) WC-10 (12/05)

NO SMOKING NOTICE

THIS BUILDING IS

Smoking is not allowed in Vermont workplaces. If you have questions about the law call 1-866-331-5622 or log onto healthvermont.gov.

SMOKE-FREE

healthvermont.gov

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE

If you have become unemployed, or your work hours have been reduced, you may be eligible for

1-877-214-3330

UNEMPLOYMENT BENEFITS Vermont Department of Labor

1-866-331-5622

TTY/Relay Service at 711 TTD services at 1-800-650-4152 If you are forced to leave your job as a result of domestic violence, sexual violence, or stalking, you may be eligible for

benefits under the Domestic and Sexual Violence Survivor's Transitional Employment Program. When speaking with a representative at the toll-free number listed above, please ask to speak with the Domestic Violence Program Manager. For free professional help in finding a job, an internship, or job training opportunities, visit a Department of Labor Career Resource Center near you. To find your local Center, visit:

labor.vermont.gov or call 888-807-7072

Auxiliary aides and services are available upon request for individuals with

disabilities. Interpretive services are also available for persons with limited

English proficiency.

.VERMONT **DEPARTMENT OF LABOR** A proud partner of the americaniobcenter netwo A-24 (12/19)

VERMONT

DEPARTMENT OF HEALTH

REV.11/09

www.osha.gov.

(617) 565-9860.

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the *Special "hours of service" requirements apply to airline flight crew employees. The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or To care for the employee's spouse, child, or parent who has a qualifying serious

health condition For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. n eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period the need for leave. If the employer determines that the certification is incomplete,

need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA eave, the employee must comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon if so, how much leave will be designated as FMLA leave. return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or FMLA does not affect any federal or state law prohibiting discrimination or retaliate against someone for using or trying to use FMLA leave, opposing any supersede any state or local law or collective bargaining agreement that provides practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer can 75 miles of the employee's worksite. REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting to care for the servicemember with a serious injury or illness. An employee does not it must provide a written notice indicating what additional information is required. EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility Employers must notify its employees if leave will be designated as FMLA leave, and

ENFORCEMENT Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The greater family or medical leave rights. 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee.

The refusal to hire an individual because the documents have a future 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.

SEXUAL HARASSMENT VERMONT NOTICE

SEXUAL HARASSMENT IS ILLEGAL and is prohibited by **THE VERMONT FAIR EMPLOYMENT PRACTICES ACT** (VFEPA) (Title 21, Chapter 5, Subchapter 6 of the Vermont Statutes) AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 United State Code Section 2000e et seq.)

VERMONT LAW NOW PROTECTS ALL WORKERS, NOT JUST EMPLOYEES. EFFECTIVE JULY 1, 2018, VERMONT'S PROTECTIONS AGAINST SEXUAL HARASSMENT EXTEND TO ALL INDIVIDUALS ENGAGED "TO PERFORM WORK OR SERVICES" — EVEN IF THEY ARE NOT "EMPLOYEES" UNDER STATE OR FEDERAL LAW. REFERENCES TO "EMPLOYER," 'EMPLOYEE,' AND "EMPLOYMENT" BELOW SHOULD THUS BE UNDERSTOOD TO APPLY TO WORK AGREEMENTS BEYOND THE TRADITIONAL EMPLOYER-EMPLOYEE "SEXUAL HARASSMENT" IS A FORM OF SEX DISCRIMINATION AND MEANS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN: (A) SUBMISSION TO THAT CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF WORK; OR

(B) SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS A COMPONENT OF THE BASIS FOR WORK-RELATED DECISIONS AFFECTING

(C) THE CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH THE INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING,

HOSTILE OR OFFENSIVE WORK ENVIRONMENT IT IS UNLAWFUL TO RETALIATE AGAINST AN INDIVIDUAL PERFORMING WORK OR SERVICES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR FOR COOPERATING IN AN INVESTIGATION OF SEXUAL HARASSMENT IT IS THE POLICY OF THIS EMPLOYER TO ENSURE A WORKPLACE FREE OF SEXUAL HARASSMENT FOR ALL INDIVIDUALS PERFORMING WORK OR SERVICES. EVERY SUPERVISOR IS RESPONSIBLE FOR PROMPTLY RESPONDING TO OR REPORTING ANY COMPLAINT OR SUSPECTED ACTS OF SEXUAL HARASSMENT.

Examples of SEXUAL HARASSMENT include UNWELCOME SEXUAL ADVANCES • SUGGESTIVE OR LEWD REMARKS• UNWANTED HUGS, TOUCHES, KISSES • REQUESTS FOR SEXUAL FAVORS • PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS • UNWELCOME SEXUAL JOKES AND BANTER Consequences for COMMITTING SEXUAL HARASSMENT may include: DISCIPLINARY ACTION, FROM A VERBAL WARNING TO DISMISSAL • DAMAGES AND OTHER RELIEF FOR THE VICTIM

EMPLOYEES OR INDIVIDUALS ENGAGED TO PERFORM WORK OR SERVICES who believe that they have been sexually harassed or retaliated against for complaining of exual harassment are encouraged to report the situation as soon as possible to: (a) his or her supervisor, and/or (the head of this organization), and/or (c) this person, who is designated to receive such complaints and reports:

The above-named individuals can also provide copies of this employer's written sexual harassment policy

THIS EMPLOYER WILL PROMPTLY INVESTIGATE AND RESPOND TO ALL REPORTS AND KNOWLEDGE OF SEXUAL HARASSMENT

You also may contact the STATE OF VERMONT ATTORNEY GENERAL'S OFFICE, 109 State Street, Montpelier, VT 05609-1001 (888-745-9195 (Toll Free VT) or 802-828-3657;

backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 800-650-4152 TDD

CIVIL PENALTIES OF UP TO \$10,000 PER VIOLATION • CRIMINAL PENALTIES

ago.civilrights@vermont.gov); and/or, if you work for an employer with at least 15 employees, the EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, John F. Kennedy ederal Building, 475 Government Center, Boston, MA 02203 (617-565-3196 or 1-800-669-4000); or, if you work for a Vermont State agency, the Human Rights Commission, 4-16 Baldwin Street, Montpelier, VT 05633-6301 (800-416-2010 (Toll Free VT) or 802-828-2480; human.rights@vermont.gov). Equal Opportunity is the Law The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural

EARNED SICK TIME ACT

VERMONT Vermont's Earned Sick Time Act DEPARTMENT OF LABOR **Notice of Employee Rights**

An employee will earn one hour of earned sick time for every 52 hours of actual A small business that employs five or fewer full-time employees will not be subject work, including overtime. An employee will be entitled to use up to 40 hours in 2019 🔀 to the Act until January 1st, 2018. **HOW CAN SICK TIME BE USED?** An employee can use sick time when the employee or employee's child, parent, impose a waiting period of up to one year after January 1st, 2017 or the first day of grandparent, spouse, or parent-in- law is sick or injured. This includes helping employment, whichever comes later.

limited exemptions for certain types of employment, as well as for certain because the school or business where the family member is located is closed for public health or safety reasons. WHEN DOES ACCRUAL BEGIN?

You have the right to be reemployed in your civilian job if you leave that job to

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

RIGHT TO RE EREE FROM DISCRIMINATION AND RETAI IATION

a family member obtain health care or travel to an appointment related to his or

her long-term care, or to address the effects of domestic violence, sexual assault

or stalking. An employee may use earned sick time to care for a family member

legislature.vermont.gov/statutes/section/21/005/00482 FOR MORE INFORMATION. An employee begins accruing sick leave on January 1st, 2017 or on the first day of or to report suspected violations of the Act, contact the Vermont Department of Labor at 1-802-951-4083

ARE ALL EMPLOYEES ENTITLED TO SICK TIME?

IS THERE AN EXCEPTION FOR SMALL BUSINESSES?

WHEN WILL PAID SICK TIME BE AVAILABLE TO USE?

seasonal and part time employees. For a complete list, go to:

An employer may elect to allow the use of earned sick time as it accrues, or may

Not all employees are subject to the protections of the Act. There are

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to

• If you leave your job to perform military service, you have the right to elect to you ensure that your employer receives advance written or verbal notice of your continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have you have five years or less of cumulative service in the uniformed services while the right to be reinstated in your employer's health plan when you are reemployed, you return to work or apply for reemployment in a timely manner after conclusion generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries you have not been separated from service with a disqualifying discharge or under • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

HEALTH INSURANCE PROTECTION

for violations of USERRA.

f you are eligible to be reemployed, you must be restored to the job and benefits authorized to investigate and resolve complaints of USERRA violations. · For assistance in filing a complaint, or for any other information on USERRA, you would have attained if you had not been absent due to military service or, in contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at If you: • are a past or present member of the uniformed service; • have applied for http://www.dol.gov/elaws/userra.htm. membership in the uniformed service; or • are obligated to serve in the uniformed • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special service; then an employer may not deny you: • initial employment; • reemployment; retention in employment; • promotion; or • any benefit of employment, because Counsel, as applicable, for representation

• You may also bypass the VETS process and bring a civil action against an employer

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: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this ement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Guard And Reserve 1-800-336-4590 1-866-487-2365

OCCUPATIONAL SAFETY AND HEALTH PROTECTION

Safety and Health

Protection on the Job The Vermont Occupational Safety and Health Code (Title 21 V.S.A. Chapter 3, Sub-Chapters 4 and 5, and the rules adopted (there under)

provides job safety and health protection for workers. The purpose of the law is to assure safe and healthful working conditions throughout the State.

· You have the right to notify your employer or VOSHA about workplace

· You have the right to request a VOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection. You can file a complaint with VOSHA within 30 days of discrimination by your employer for making safety and health complaints or for

hazards. You may ask VOSHA to keep your name confidential.

Health Act. You have a right to see VOSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged

exercising your rights under the Vermont Occupational Safety and

reduced or eliminated. You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions Your employer must post this notice in your workplace.

on the citation and must certify that these hazards have been

The Statute provides that employees may not be discharged or

The Statute also provides that employees who are discriminated

or otherwise exercising their rights under the Code.

against may bring a private action in Superior Court for appropriate relief Including reinstatement, triple wages, damages, costs and reasonable attorney's fees. The Occupational Safety and Health Act of 1970 (OSH Act), P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. To obtain more information on OSHA

federal programs, call 1-800-321-OSHA or visit OSHA's website at

The Vermont Occupational Safety and Health Administration (VOSHA) in the Vermont Department of Labor, has the primary responsibility for administering the OSH Act in Vermont. To fi le a complaint, report an emergency, or seek VOSHA advice or assistance call 1-800-287-2765. Under a plan approved October 1, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Vermont is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding Vermont's administration of this plan

ASSISTANCE AND INFORMATION: The plan provides that employers and employees may request free volun-

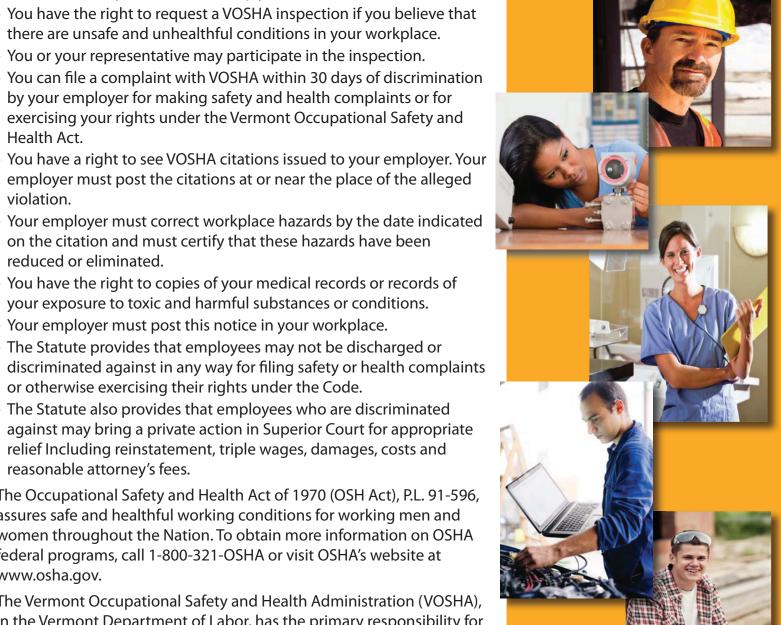
tary compliance consultative or training assistance, which is provided by non-enforcement Project WorkSAFE personnel. 1-800-287-2765

directly to the Occupational Safety and Health Administration, John F.

Kennedy Federal Building, Room E-340, Boston, MA, 02203, Telephone

www.labor.vermont.gov

You have a right to a safe and healthy workplace.



Toll-free at 1-888-723-3937.

Publication Date — April 2017

Further information, including copies of the Code and of specific safety and health standards, may be obtained by contacting: **Project WorkSAFE Department of Labor 5 Green Mountain Drive** P. O. Box 488 Montpelier, Vermont 05601-0488 **Telephone (888) SAFE-YES**

(03/14)

VT-1121-F02