ALABAMA

LABOR LAWS

STATE AND FEDERAL 2020 LABOR LAWS

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 of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious organizations are permitted to hire only persons of a particular faith to perform jobs connected with the organization'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 amended, protects applicants and employees from discrimination on the basis of disability 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 applicant 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, referral, 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, protects male and female workers from wage discrimination when they are performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employer 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 a disease or disorder 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 their rights, applicants and employees should contact EEOC or act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to file. Applicants should contact EEOC promptly when discrimination is taking place.

The U.S. Equal Employment Opportunity Commission (EEOC), enforces these Federal laws. EEOC also provides information and assistance for individuals with questions or complaints. EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. government section under "United States Government." 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, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the bases of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability 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 applicant with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the top management.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded.)

RETALIATION

Retaliation is prohibited against a person who files a complaint of employment discrimination, participates in a discrimination proceeding, or otherwise opposes discrimination under these Federal laws.

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

The Office of Federal Contract Compliance Programs (OFCCP), Office of Administration and Management, U.S. Department of Labor, Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by visiting its Web site at www.dol.gov/ofccp, where you can find a telephone directories under "US Government, Department of Labor."

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the bases of race, color or national origin in programs or activities receiving Federal financial assistance. Discrimination is prohibited in all aspects of the Federal financial assistance, regardless of whether it is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the bases of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability in hiring or employment at a place of activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who can, with reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EEOC-3/Revised EPO-P/Bilingual Version Update With 1705 Supplement — EEOC-POS_1 (Revised 1705)

OSHA Occupational Safety and Health Administration

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

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

OSHA 3912-03 (Revised 2012)

EMPLOYEE RIGHTS

UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- 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 placement);
- 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.

An 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 to care for the servicemember with a serious injury or illness.

An employee does not 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 leave, 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 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 retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

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 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

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 medical treatment for a serious health condition is needed. Employees must notify their 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 the need for leave. If the employer determines that the certification is incomplete, 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 it is going to designate the leave as FMLA leave and, if eligible, must 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 if so, how much leave will be designated as FMLA leave.

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 FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:
1-866-4-USWHAS (1-866-487-9243) TTY: 1-877-889-5627
www.dol.gov/whd
U.S. Department of Labor | Wage and Hour Division
WHD Publication FMLA-1mod WHD Publication Date: May 2016

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave civilian jobs 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 your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- 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 from 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;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then 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.

HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to 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 the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, 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 **http://www.dol.gov/elaws/usera.htm.**
- 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 Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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 requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor 1-866-487-2365 | U.S. Department of Justice | Office of Special Counsel 1-800-336-4275 | ESGR 1-800-336-4590

Publication Date: April 2017

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 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR — An employee must be at least 14 years old to work in most non-farm jobs and at least 16 to work in non-farm jobs declared hazardous by the Secretary of Labor. Children 14 and 15 years old may work outside non-farm jobs declared hazardous by the Secretary, but for limited hours and in certain non-hazardous jobs. Youths under 18 may perform in certain jobs in the entertainment industry.

TIP 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 an hour but do not equal the minimum hourly 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 for one year after the child's birth each time such employee has need to express the 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. Employers may also be assessed civil money penalties of up to $1,000 per violation and willful violators may be prosecuted for a first offense to pay fines of not more than $10,000. Willful violations of the minimum wage or overtime pay provisions of the law (1st money penalties may also be assessed for violations of the FLSA's child labor provisions. Repeated violations of the minimum wage or overtime pay provisions of the law may also result in imprisonment of up to 6 months. Willfulness or repeated violations may be decided when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in enforcement proceedings.

ADDITIONAL INFORMATION —
- 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.
- Youths under 20 may be paid $4.25 an hour during their first 90 consecutive calendar days of employment.
- 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 paying employees as independent contractors.
- Certain federal contracts, federally assisted projects, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

WHD WAGE AND HOUR DIVISION, UNITED STATES DEPARTMENT OF LABOR — 1-866-487-9243, TTY 1-877-889-5627, www.dol.gov/whd, WHD Publication Date: May 2009

ComplianceSigns.com

NOTICE TO EMPLOYERS:

This poster is designed to fulfill Federal and State workplace posting requirements. Keep this posted in a conspicuous place.

You may wish to consult with legal counsel for any additional posting requirements for your business.

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

THE EMPLOYEE POLYGRAPH PROTECTION ACT PROHIBITS MOST PRIVATE 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 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 security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain 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 any provision of any State or local law or any collective-bargaining 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 unauthorized persons.

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.

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

WHD WAGE AND HOUR DIVISION, UNITED STATES DEPARTMENT OF LABOR — 1-866-487-9243, TTY 1-877-889-5627, www.dol.gov/whd, WHD Publication Date: May 2009

ALABAMA CHILD LABOR LAWS

each employer shall obtain and display proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to www.labor.alabama.gov

Persons under 14 years of age SHALL NOT BE EMPLOYED

	Minors Age 14/15	Minors Age 16/17
Employment Certificate (Renewed annually)	Class I Certificate To employ minors age 14/15	Class II Certificate To employ minors age 16/17
Work Time Restrictions (Minors under age 18)	During the Months when Public Schools are in Session • No more than 3 hours on any school • No more than 8 hours on a non-school day • No more than 6 days per week • No more than 18 hours per week • Not before 7am or after 7pm Any Day of the Week • Not during school hours (8am-3pm) During Months when Public Schools are NOT in Session • No more than 8 hours per day • No more than 6 days per week • No more than 40 hours per week • Not before 7am or after 9pm each day	During the Months when Public Schools are in Session Minors 16-17-18 years old, who are enrolled in public or private school, may NOT work after 10pm or before 5am on any night preceding a school day. During Months when Public Schools are Not in Session Minors 16 and older do not have an hour restriction during this time
Breaks	A documented 30 minute break is required for any 14 or 15 year old who is employed for more than 3 hours continuously	No breaks are required for employees 16 and older.
Occupations	See AL §25-8-33 to 35 for a detailed list of prohibited occupations.	See AL §25-8-43 for a detailed list of prohibited occupations.
Record Keeping	Each employer must keep on premises an **Employee Information Form** (available at www.labor.alabama.gov), **Proof of Age**, and **Time Records** showing the number of hours worked each day, starting and ending times, and break times for each employee 18 years of age and younger	

*Children of parents who own their own business are **NOT** exempt from Alabama Child Labor Law

Alcoholic Beverages

Employees must be:

21 years of age to serve alcoholic beverages for the consumption on premises (18 if licenses is RVP certified).

16 and older may be employed in such establishment as busboys, jantors, dishwashers, cook, hostesses, or waiters.

14 and 15 year old minor SHALL NOT work in any establishment that serves alcohol for consumption on premises.

(Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol.)

Inspections by the Department of Labor

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to ensure that minors are employed in compliance with this act. The Department shall enforce this act and shall administer fines and/or prosecution for any violation of this act.

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text please consult §25-8-32 to 43. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence.

FOR MORE INFORMATION CONTACT:
The Alabama Department of Labor
Child Labor Enforcement
649 Monroe Street, Montgomery, AL 36136
(334) 353-1761 www.labor.alabama.gov
child.labor@labor.alabama.gov

Published 2018

WORKPLACE VIOLENCE PREVENTION

ZERO-TOLERANCE WORKPLACE

WE ARE COMMITTED TO PREVENTING WORKPLACE VIOLENCE and complying with Alabama's "Guns in the Parking Lot" Alabama Act 2013-283

5 WAYS TO PROTECT YOURSELF

1. Access your work environment
2. Report threats or acts of violence to management
3. Learn how to react to threats or acts of violence
4. Treat all co-workers with respect and dignity
5. Follow employer's WORKPLACE VIOLENCE PREVENTION POLICY

WHAT ABOUT FIREARMS IN THE EMPLOYER PARKING LOT?

Except in strict accordance with Alabama Law, employees are prohibited from possession of firearms or weapons of any description on the premises of the employer or while such employees are performing work for the employer. See Alabama Act 2013-283 and employer policy

RECOGNIZE THE WARNING SIGNS

Workplace violence has many common warning signs:

- Quick to anger or demonstrates an uncontrollable temper
- Prone to arguing, intimidating behavior or carries a grudge
- Intolerant of criticism and suspicious of co-workers
- Delusions, strong unshakeable beliefs about others in the workplace
- Isolated, little involvement with co-workers
- Repeated or history of making threats
- Fascination with weapons, violence and related literature
- Recent and acute personal, financial, legal or relationship problems
- Known history of psychological problems

DO KNOW YOUR VIOLENCE RESPONSE PROCEDURES

IF Threatened with Violence:

- DO stay calm
- DO learn how to recognize, avoid, or safely diffuse potentially violent situations
- DO alert your supervisor to concerns you have about safety or security
- DO report to management violent incidents in writing
- DO act like you care about what the person says and don't interrupt
- DO be courteous and patient
- DO use calm body language
- DON'T make sudden movements
- DON'T make threats or touch the person
- DO establish a contact with local law enforcement
- DO use an Employee Assistance Program
- DO request that aggressive employee complete anger management counseling

IF Attacked:

- DO call 911
- Do yell as loud as you can or anything to draw attention to yourself
- DO fall to the ground if being pulled
- DO blow a whistle, horn or sound a security alarm
- DO run away, if you can
- DON'T get in a vehicle with attacker

EMPLOYER WORKPLACE VIOLENCE PREVENTION POLICY

This employer has adopted a ZERO tolerance for workplace violence. Any employee who engages in workplace violence is subject to discipline up to and including immediate termination.

WEBINAR TRAINING LINKS

www.AlabamaAtWork.com

STATE OF ALABAMA WORKERS' COMPENSATION INFORMATION

If you are injured on the job, or contract an occupational disease, notify your employer immediately.

Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE CARRIER_____

TELEPHONE NUMBER_____

ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING MEDITATION SERVICE.
FOR INFORMATION CALL:
1-800-528-5166
Alabama Department of Labor
Workers' Compensation Division
649 Monroe Street
Montgomery, AL 36131
CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE BE POSTED
IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.

FORM WCC#1 10/12

Human trafficking is modern-day slavery, and it's happening right here in the United States.

National Human Trafficking Resource Center (NHTRC)

1-888-3737-888

email: NHTRC@PolarisProject.org
TOLL-FREE | 24 Hours/day, 7 Days/week
Confidential | Interpreters available

WHO ARE THE VICTIMS?

Victims are forced to provide labor or commercial sex, and can be:

- U.S. citizens or foreign nationals
- Men, women, or children

WHERE DOES HUMAN TRAFFICKING HAPPEN?

Human trafficking can happen in many situations, including in:

- Commercial sex industry (street prostitution, strip clubs, massage parlors, escort services, brothels, internet)
- Factories (industrial, garment, meat-packing)
- Farms, landscaping, or construction
- Peddling rings, begging rings, or magazine crews
- Private homes (housekeepers, nannies, or servile marriages)
- Restaurants, bars, and other service industries (nail or hair salons)

Call to report a potential case, get information or resources, request training or technical assistance, or receive referrals.

FOR MORE INFORMATION: www.TraffickingResourceCenter.org

This publication was made possible in part through Grant Number 90XR0032/02 from the Anti Trafficking in Persons Division, Office of Refugee Resettlement, U.S. Department of Health and Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Anti Trafficking in Persons Division, Office of Refugee Resettlement, or HHS.

YOUR JOB INSURANCE

AMERICAS WORKFORCE NETWORK

Workers in this establishment are covered by the Alabama Unemployment Compensation Law.

YOU MAY BE ENTITLED TO BENEFITS IF:

(1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and

(2) you are separated from your job through no fault of your own.

However, if you voluntarily leave your employment without good cause connected with your work of if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied.

IMPORTANT: Be sure that your employer is using your correct social security number; if not, your claim may be delayed.

When you become unemployed:

- To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at www.labor.alabama.gov.
- To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4824 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at www.labor.alabama.gov.

ALABAMA DEPARTMENT OF LABOR

Alabama Administrative Code 480-4-2-.19 requires that this notice be posted conspicuously

UNEMPLOYMENT COMPENSATION FRAUD IS A CRIME

Some examples of fraud include:

- Making false statements to obtain unemployment compensation
  - Attempting to draw benefits while working
  - Continuing to file a claim after returning to work
- Being paid "under the table" while collecting unemployment compensation
  - Not being truthful when filing your initial or weekly claims

FRAUD IS STEALING!

FRAUD PENALTIES ARE SEVERE

- Up to a Class B Felony
- Fines of up to $500 AND up to 12 months in jail for each fraudulent week claimed
- Mandatory ineligibility for up to a two year period

To report fraud call 800-392-8019

Penalties noted above subject to Section 25-4-145 Code of Alabama (1975)

1-SBC POSTER-1-CAPEAGMR