

SUBJECT:	ORIGINATING DEPT:	SECTION:
REQUIRED POSTINGS	HUMAN RESOURCES	RECRUITMENT & STAFFING
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APPROVED BY: Human Resources	PAGES: 2	

I. POLICY/PURPOSE

To ensure compliance with all federal, state, and local laws and in the interest of keeping Associates informed, the Company has identified Required Postings to be posted in areas easily visible by Associates and applicants.

II. ASSOCIATES COVERED BY THE POLICY

All Associates of the Company are covered by this Policy.

III. RESPONSIBILITY FOR ADMINISTRATION

The Human Resources Department and all levels of management are responsible for the administration of this Policy.

IV. PROCEDURES

The following postings are required in all operations and should be posted in a conspicuous area where all Associates and applicants can view them.

A. Consolidated Federal Required Postings Poster, which includes:

1. Equal Employment Opportunity is the Law
2. Your Rights Under the Fair Labor Standards Act
3. Job Safety and Health Protection
4. Employee Polygraph Protection Act
5. Your Rights Under the Family and Medical Leave Act of 1993
6. Uniformed Services Employment and Reemployment Rights Act
7. Federal Minimum Wage

B. State Required Postings: For information contact Poster Compliance at <http://www.postercompliance.com/lp-compass/> and receive a 20% discount.

C. Fair Treatment Policy: The Company's *Fair Treatment Policy*, signed by the appropriate Company Officers.

- D. Open Communication Poster:** The Company document includes the names, titles, and phone numbers in the chain-of-command for the operation, and HR Advice & Guidance.
- F. Holiday Schedule for the Current Year.**
- G. Inclement Weather Plan of Action.**
- H. *No Solicitation/No Distribution Policy.***
- I. SpeakUp Poster**
- J. HR Advice & Guidance Poster**
- K. EEO Poster**
- L. EEO Poster Supplement**
- M. Pay Transparency Poster**
- N. Code of Conduct/Golden Rules Poster**
- O. Beck Notice:** (in all union accounts) Under Executive Order 13201, government contractors are required to inform their employees of certain rights relating to union membership and the use of union dues and fees. Our obligation under this Order is to post, in every union account, a notice about these rights. This notice is downloadable at website (www.dol.gov).

End of Policy