**Where to Post Required Labor Posters**

Employers are required to post certain notices in each business location.The postings required vary by statute. Therefore, the specific notices your business is required to post may depend on factors such as: number of employees, jurisdiction, industry, contractor status, and whether or not your company has employees who are union members.   
  
***For a comprehensive listing of your state and federal posting requirements visit the State & Federal Resources section of the website.***

**Best Practices for Posting Notices:**  
  
There are a few important considerations that should be made when posting required labor posters:

1. **Be conspicuous.** You must post the labor posters in a conspicuous place, visible and accessible to all employees.
2. **Use a high traffic area.** The posters should be posted in an area frequented by employees where it may be easily read during the workday. Suggested areas include places where employees tend to congregate, such as:

* Lunchrooms/break areas
* Water cooler areas
* Reception area
* Time clock area

**Note:** The locations most frequented throughout the workday may vary for different companies. For example, the time clock area may not be the best place to post if a large group of your employees are not required to punch in and out. It is important to consider the work habits of your employees; it is necessary to post the notices in an area visible and frequented by ALL employees.

1. **Post in ALL locations.** Posters must be posted in all business locations that the company operates.
2. **Provide notices to remote workers.** Consider these recommendations for those employees that work remotely:

* Prominently display a link to the poster, or the actual poster, on an external or internal website, or a Company intranet site, that the Company maintains and customarily uses for notices to employees about the terms and conditions of employment.  Employees must have “readily available access” to the electronic posting at all times.
* Review the posting requirements for parameters such as size and languages required and make sure when posting electronically that the poster can be easily read and contains the full legible text in all languages required.  **Note**: Employers are cautioned against reducing the size of the posting so that it is illegible.
* Generally, employers must also make posters available at their traditional workplaces where remote visit.

1. **Check for updates regularly.** Remember that as laws change, posters may also need to be updated to reflect these changes. Be sure to update posters as new versions are published. As you repost the new versions around the workplace, also remember to redistribute to any remote employees.