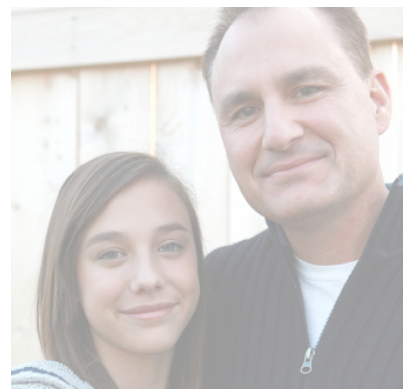


Did you know Virginia has an income tax credit for low-income, working individuals and families?



Could you be eligible?



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

Two ways to increase your income:

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

Call the **Virginia Department of Taxation** at: (804) 367-8031, PAY-VTAX at: (804) 339-1307

▶ or visit: www.tax.virginia.gov

WORKERS' COMPENSATION NOTICE

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

THE EMPLOYEE SHOULD:

1. Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease.
2. Promptly give to the employer and to the Virginia Workers' Compensation Commission notice of any claim for compensation for the period of disability beyond the seventh day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person in their behalf.
3. In case of failure to reach an agreement with the employer in regard to compensation under the act, file application with the Commission for a hearing within two years of the date of accidental injury or first communication of the diagnosis of an occupational disease.
4. If medical treatment is anticipated for more than two years from the date of the accident and no award has been entered, the employee should file a claim with the Commission within two years from the date of the accident.

NOTE: The employer's report of accident is not the filing of a claim for the employee.

THE EMPLOYER SHOULD:

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

Questions may be answered by contacting the Commission. A booklet explaining the Workers' Compensation Act is available without cost from:

THE VIRGINIA WORKERS' COMPENSATION COMMISSION
333 E. Franklin St
Richmond, Virginia 23219

1-877-664-2566
www.workcomp.virginia.gov

Every employer within the operation of the Virginia Workers' Compensation Act MUST POST THIS NOTICE IN A CONSPICUOUS PLACE in his place of business.

Company	WC Company	Account Number	Phone Number	WC Company Address
Creative	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Indigenous	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
DN Investments	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Channel Blend	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
ET	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Professional Services	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
DNEDA	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038
Unami	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038



Job Safety and Health Protection

THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 40.1 OF THE LABOR LAWS OF VIRGINIA, PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR WORKERS. THE PURPOSE OF THE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE. THE VIRGINIA SAFETY AND HEALTH CODES BOARD PROMULGATES AND ADOPTS JOB SAFETY AND HEALTH STANDARDS, AND EMPLOYERS AND EMPLOYEES ARE REQUIRED TO COMPLY WITH THESE STANDARDS. THESE STANDARDS MAY BE FOUND AT THE FOLLOWING WEB ADDRESS: [https://doli.virginia.gov/regulatory information/](https://doli.virginia.gov/regulatory%20information/). YOU MAY ALSO CONTACT THE DEPARTMENT OF LABOR AND INDUSTRY OFFICES LISTED BELOW TO RECEIVE PRINTED COPIES OF THE VIRGINIA UNIQUE STANDARDS AND OBTAIN THE NAMES OF PUBLISHERS OF THE FEDERAL IDENTICAL STANDARDS.

Employers

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

Employees

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

Inspection

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

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

Citation

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

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

Proposed Penalty

The Law provides for mandatory penalties against private sector employers of up to \$16,287 for each serious violation and for optional penalties of up to \$16,287 for each other-than-serious violation. Penalties of up to \$16,287 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$162,849 for each such violation.

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

Criminal penalties are also provided for in the Law. Any willful violation resulting in the death of an employee is punishable, upon conviction, by a fine of not more than \$70,000 or by imprisonment for not more than six months, or by both. Subsequent conviction of an employer after a first conviction doubles these maximum penalties.

Complaint

Employees or their representatives have the right to file a complaint with the nearest VOSH office requesting an inspection if they believe unsafe or

unhealthy conditions exist in their workplace. VOSH will withhold, on request, names of employees filing complaints. Complaints may be made at the Department of Labor and Industry addresses shown below.

Discrimination

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

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

CASPA

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

State Coverage

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

Voluntary Activity

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

Recordkeeping

Employers now have a new system for tracking workplace injuries and illnesses. OSHA's new recordkeeping log (Form 300) is simpler to understand and use. Using a question and answer format, the revised recordkeeping rule provides guidance for recording occupational injuries and illnesses and explains how to classify specific cases. Smaller employers (10 or fewer employees) are exempt from most requirements. To see if your industry is partially exempt, visit the OSHA Website at www.osha.gov/recordkeeping/pub3169text.html.

Accident Reporting

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

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

Brookfield Place
6606 West Broad St, Suite 500
Richmond, Virginia 23230
VOICE (804) 371-2327
FAX (804) 371-6524

Headquarters
Brookfield Place
1570 East Parham Road
6606 West Broad Street, Suite
500 Richmond, Virginia 23230
(804) 371-2327

OCCUPATIONAL SAFETY AND HEALTH OFFICE LOCATIONS

Northern Virginia/Manassas
9400 Innovation Drive, Suite 120,
Manassas, VA 20110.
(703) 392-0900

Abingdon
The Johnson Center
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Abingdon, VA 24210
(276) 676-5465



VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

www.doli.virginia.gov

U.S. Department of Labor OSHA
Regional Administrator The Curtis
Center, STE 740 West 170 South
Independence Mall West
Philadelphia, PA 19106-3309
(215) 861-4900

Central Virginia/Richmond
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Gary G. Pan
Commissioner

Southwest/Roanoke
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3013 Peters Creek Road
Roanoke, VA 24019
(540) 562-3580

Verona
P.O. Box 772
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(540) 248-9280

VIRGINIA SAFETY AND HEALTH CODES BOARD

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

Revised August 2025



Seguridad y Protección de la Salud en el Trabajo

LA LEY DE SEGURIDAD Y SALUD OCUPACIONALES (VOSH) DE VIRGINIA, POR AUTORIZACIÓN DEL TÍTULO 40.1 DE LAS LEYES LABORABLES DE VIRGINIA, PROVEE SEGURIDAD EN EL TRABAJO Y PROTECCIÓN DE LA SALUD PARA LOS OBREROS. EL PROPÓSITO DE LA LEY ES ASEGURAR CONDICIONES DE TRABAJO SEGUROS Y SALUDABLES POR TODO EL ESTADO. LA COMISIÓN DE CÓDIGOS DE SEGURIDAD Y SALUD PROMULGA Y ADOPTA NORMAS DE SEGURIDAD Y SALUD EN EL TRABAJO Y SE REQUIERE QUE TANTO LOS EMPLEADORES COMO LOS EMPLEADOS ACATEN ESTAS NORMAS. ESTAS NORMAS SE ENCUENTRAN EN LA DIRECCIÓN SIGUIENTE: https://doli.virginia.gov/regulatory_information/. PARA RECIBIR COPIAS ESCRITAS DE LAS NORMAS QUE RIGEN EN VIRGINIA Y PARA OBTENER LOS NOMBRES DE LOS EDITORES DE LAS NORMAS DE GOBIERNO FEDERAL, PUEDE CONTACTAR A LAS OFICINAS DEL DEPARTAMENTO DE TRABAJO E INDUSTRIA.

Empleadores

Todo empleador debe proveer a cada uno de sus empleados un lugar de trabajo libre de peligros evidentes que le causen o puedan causar la muerte o un daño grave. Los empleadores deben acatar las normas de seguridad y salud ocupacionales especificados por la ley.

Empleados

Todo empleado debe acatar todas las normas, reglas, reglamentos, y órdenes de seguridad y salud ocupacionales especificados por la Ley en lo que se refiere a sus propias acciones y conducta en el lugar de trabajo.

Inspección

La Ley requiere que se dé oportunidad de que un representante del empleador y un representante autorizado por los empleados acompañen al inspector de VOSH (S.S.O.V. – Seguridad y Salud Ocupacionales de Virginia) con el fin de ayudar en la inspección. Cuando no exista ningún representante autorizado por los empleados, el inspector de VOSH (S.S.O.V. – Seguridad y Salud Ocupacionales de Virginia) debe consultar con un número razonable de empleados acerca de las condiciones de seguridad y salud en el lugar de empleo.

Citaciones

Si al inspeccionar, VOSH (S.S.O.V.) se cree que el empleador ha violado la ley, éste recibirá una citación alegando tal violación. Cada citación especificará un plaza dentro del cual se tiene que corregir la violación alegada. La citación de VOSH (S.S.O.V.) debe ser prominentemente exhibida en o cerca del lugar donde existe la violación alegada por tres días o hasta que se corrija la violación, o lo que ocurra primero, para advertir a los empleados sobre los peligros que puedan

Penalidad Propuesta

La Ley establece multas obligatorias contra los empleadores del sector privado de \$16,287 por cada violación y multas opcionales de hasta \$16,287 por cada violación no grave. Se pueden imponer multas de hasta \$16,287 al día por la falta de corrección de las violaciones dentro del período impuesto. Además, a cualquier empleador que intencionalmente o repetidamente viole la Ley, se le puede imponer penalidades de hasta \$162,849 por cada violación. A todos los empleadores del sector público, departamentos, agencias, y otras subdivisiones políticas del estado están sujetos a las penalidades provistas por 16VAC 25-60-260. La Ley también provee penalidades por actos criminales. Cualquier violación deliberada que resulte en la muerte de un empleado, al condenarse, se castiga con una multa de no más de \$70,000 o con encarcelamiento por seis meses o ambos castigos. La condena de un empleador después de la primera condena es doble a estas penalidades.

Quejas

Los empleados y sus representantes tienen el derecho de entablar una reclamación en la oficina de VOSH (S.S.O.V.) más cercana pidiendo una inspección si se cree que existen condiciones peligrosas o que afecta el bienestar. A petición, el VOSH (S.S.O.V.) no revelará los nombres de los

empleados que presentan la queja.

Las quejas pueden dirigirse a las oficinas regionales de Departamento de Trabajo e Industria o a la oficina Estatal Empleadores señalada más abajo.

Discriminación

Es ilegal tomar represalias en contra de los empleados por ejercer sus derechos en virtud de la ley, incluyendo plantear una preocupación con la seguridad o la salud con el empleador o con VOSH, o reportar de una lesión o enfermedad en el lugar de trabajo.

Un empleado que crea que ha sufrido algún tipo de discriminación, puede presentar una querrela al Comisionado de Virginia del Departamento del Trabajo y de la Industria dentro de un período de sesenta (60) días a partir de cuando ocurrió la alegada discriminación.

Quejas Contra la Administración del Plan del Estado

Las quejas contra El Plan de Administración del Estado: cualquier persona puede presentar una querrela al Administrador Regional de OSHA (la dirección aparece abajo) en cuanto al Plan de Administración del Estado de la Seguridad y Protección de la Salud en el lugar de trabajo.

Coverage Estado

El Programa de Seguridad y Salud Ocupacionales de Virginia (VOSH) se refiere a todos los negocios del sector público y privado en el Estado, con excepción de las Agencias Federales, los negocios bajo la ley de Energía Atómica, materiales rodantes y rieles ferroviarios, ciertos enclaves Federales y negocios cubiertos por la jurisdicción marítima Federal.

Actividad Voluntaria

Se fomentan los esfuerzos voluntarios del empleador para asegurar que su lugar de trabajo acate los mandatos de la Ley. Existen Programas Voluntarios de Acatamiento e Instrucción sobre la Seguridad y Salud para ayudar a los empleadores. Se pueden conseguir estos servicios si se pone en contacto con la Oficina del Departamento de Labor E Industria. Las direcciones aparecen abajo.

Mantenimiento de Registros

Los empleadores ahora tienen un nuevo sistema para rastrear heridas de lugar de trabajo y enfermedades. Los archivos nuevos de OSHA (Forme 300) es más sencillo de comprender y utilizar. Utilizando un formato de pregunta y respuesta, la regla de los archivos revisados proporciona una guía para registrar heridas y enfermedades y explica cómo clasificar casos específicos. Los empleadores más pequeños (diez o menos empleados) son exento de la mayoría de los requisitos. Para ver si su industria es parcialmente exenta, visita el Sitio web de OSHA en www.osha.gov/recordkeeping/pub3169text.html.

Reporte de Accidentes

Todas las fatalidades deben de ser reportadas a VOSH dentro de ocho (8) horas. Todas las lesiones o enfermedades que resulten en una hospitalización, amputación o pérdida de un ojo deberán de ser reportadas a VOSH dentro de veinticuatro (24) horas. El no reportarlas puede resultar en sanciones monetarias significativas.

EL DEPARTAMENTO DEL TRABAJO Y LA INDUSTRIA DE VIRGINIA

Brookfield Place
6606 West Broad St, Suite 500
Richmond, Virginia 23230
VOICE (804) 371-2327
FAX (804) 371-6524

Headquarters
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OFICINAS ESTATALES DE SEGURIDAD Y SALUD OCUPACIONALES

Northern Virginia/Manassas
9400 Innovation Drive, Suite 120,
Manassas, VA 20110.
(703) 392-0900

Abingdon
The Johnson Center
468 East Main Street,
Suite 114,
Abingdon, VA 24210
(276) 676-5465



POR EL DEPARTAMENTO DEL TRABAJO Y LA INDUSTRIA DE VIRGINIA

Gary G. Pan
Comisario

COMISIÓN DE CÓDIGOS DE SEGURIDAD Y SALUD DE VIRGINIA

www.doli.virginia.gov

U.S. Department of Labor OSHA Regional Administrator The Curtis Center, STE 740 West 170 South Independence Mall West Philadelphia, PA 19106-3309 (215) 861-4900

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Job Safety and Health Protection

THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 40.1 OF THE LABOR LAWS OF VIRGINIA, PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR WORKERS. THE PURPOSE OF THE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE. THE VIRGINIA SAFETY AND HEALTH CODES BOARD PROMULGATES AND ADOPTS JOB SAFETY AND HEALTH STANDARDS, AND EMPLOYERS AND EMPLOYEES ARE REQUIRED TO COMPLY WITH THESE STANDARDS. THESE STANDARDS MAY BE FOUND AT THE FOLLOWING WEB ADDRESS: [https://doli.virginia.gov/regulatory information/](https://doli.virginia.gov/regulatory%20information/). YOU MAY ALSO CONTACT THE DEPARTMENT OF LABOR AND INDUSTRY OFFICES LISTED BELOW TO RECEIVE PRINTED COPIES OF THE VIRGINIA UNIQUE STANDARDS AND OBTAIN THE NAMES OF PUBLISHERS OF THE FEDERAL IDENTICAL STANDARDS.

Employers

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

Employees

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

Inspection

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

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

Citation

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

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

Proposed Penalty

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

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

Criminal penalties are also provided for in the Law. Any willful violation resulting in the death of an employee is punishable, upon conviction, by a fine of not more than \$70,000 or by imprisonment for not more than six months, or by both. Subsequent conviction of an employer after a first conviction doubles these maximum penalties.

Complaint

Employees or their representatives have the right to file a complaint with the nearest VOSH office requesting an inspection if they believe unsafe or

unhealthy conditions exist in their workplace. VOSH will withhold, on request, names of employees filing complaints. Complaints may be made at the Department of Labor and Industry addresses shown below.

Discrimination

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

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

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

State Coverage

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

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VIRGINIA SAFETY AND HEALTH CODES BOARD

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

Revised August 2024



NOTICE TO WORKERS

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

YOU MAY APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS IF:

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

YOU WILL NEED TO PROVIDE:

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

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

The first week you are unemployed, register for work, and file a claim for benefits. You can file your claim online at www.vec.virginia.gov or by calling our Customer Contact Center at 1-866-832-2363. Register for work online at www.vawc.virginia.gov.

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

- File a claim with the Virginia Employment Commission.
- Have earned sufficient wages from employers who are subject to the Virginia Unemployment Compensation Act or any other State within your Base Period.
- Must be unemployed through no fault of your own.
- Must be able and available for work and actively searching for work.
- Continue to report as instructed by the Virginia Employment Commission.

You cannot be paid unemployment benefits until you have filed your claim and have met all eligibility requirements. You should file your claim as soon as you become unemployed, or your hours are reduced. If you have any questions about your rights and responsibilities under the Virginia Unemployment Compensation Act, visit website www.vec.virginia.gov or call our Customer Contact Center at 1-866-832-2363.

THE LAW REQUIRES EMPLOYERS TO POST THIS NOTICE IN A PLACE VISIBLE TO ALL WORKERS.

EMPLOYERS MUST ALSO PROVIDE A COPY OF THIS NOTICE TO EACH WORKER AT THE TIME OF SEPARATION FROM EMPLOYMENT ([42 USC, §1103 \(h\)\(2\)](#)).

An Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities. Please call 866-832-2363 or
Email: translation@vec.virginia.gov for Language Access/Assistance.

This notice is available in Spanish.
Direct requests to: **Employer Accounts**
P.O. Box 26441
Richmond, VA 23261-6441

VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR DISABILITY

Protections from Discrimination – Va. Code § 2.2-3905.1

Effective July 1, 2021, employers with more than five employees for a 20-week period in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation would impose an undue hardship on the employer. “Person with a disability” means any person who has a physical or mental impairment that substantially limits one or more of her major life activities or who has a record of such impairment. Employers also may not, in response to a request for a reasonable accommodation for disability:

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

Reasonable Accommodations

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

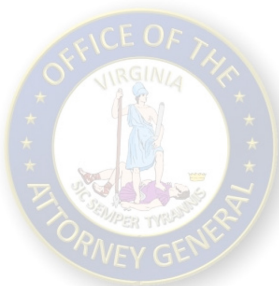
Interactive Process

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

Complaints

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

OFFICE OF THE ATTORNEY GENERAL



Office of Civil Rights
202 North 9th Street
Richmond, Virginia 23219
www.ag.virginia.gov
civilrights@oag.state.va.us

P: (804) 225-2292; F: (804) 225-3294



VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR PREGNANCY

Protections from Discrimination – Va. Code § 2.2-3909

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

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

Reasonable Accommodations

Examples of reasonable accommodations include more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.

Interactive Process

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

Complaints

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

OFFICE OF THE ATTORNEY GENERAL

Division of Human Rights

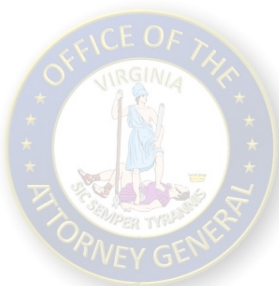
202 North 9th Street

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Life's a little easier with



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

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

- Must have earned income
- Must have a Social Security number that is valid for employment issued on or before the due date of the return (including extensions)
- Cannot have investment income, such as interest income, over a certain amount
- Generally must be a U.S. citizen or resident alien all year
- May not file as married filing separately
- May not be a qualifying child of another person
- May not file Form 2555 or 2555-EZ (related to foreign earned income)
- Must have a qualifying child or if you do not have a qualifying child, you must:
 - be at least age 25 but under age 65 at the end of the year,
 - live in the United States* for more than half the year, and
 - not qualify as a dependent of another person.

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

EITC provides a boost to help pay your bills or save for a rainy day.

Just imagine what you could do with EITC.

Do you want help with the EITC?

- Go to www.irs.gov/eitc for free information and to check out the interactive EITC Assistant to see if you qualify for the credit and estimate the amount of your EITC.
- Visit a Volunteer Income Tax Assistance (VITA) site for free tax help and preparation. Go to www.irs.gov/VITA or call 1-800-906-9887 to find a site.
- Use FreeFile at www.irs.gov/FreeFile for free online filing through commercially available tax preparation software.

Errors can delay the EITC part of your refund until corrected. If the IRS audits your return and finds an error in your claim of the EITC, you must pay back the amount of the EITC you received in error plus interest and penalties. You may also have to file Form 8862 for future claims. And, if the IRS finds your incorrect claim was due to reckless or intentional disregard of rules and regulations or fraud, we may ban you from claiming the EITC for 2 years or 10 years, depending on the reason for the error.

*U.S. military personnel on extended active duty outside the United States are considered to live in the United States while on active duty.

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

Para calificar, usted y su cónyuge (si presentan una declaración conjunta):

- Tienen que tener ingresos de trabajo
- Tienen que tener un número de Seguro Social válido para el empleo, emitido en la fecha de vencimiento de la declaración (incluidas las prórrogas), o antes
- No pueden tener ingresos de inversión, como ingresos de intereses, que superen cierta cantidad
- Por lo general, tienen que ser ciudadanos de los Estados Unidos o extranjeros residentes todo el año
- No pueden presentar la declaración como “casado que presenta por separado”
- No pueden ser un hijo calificado de otra persona
- No pueden presentar el Formulario 2555 o el Formulario 2555-EZ (relacionado con los ingresos ganados en el extranjero)
- Tienen que tener un hijo calificado o si no tienen un hijo calificado, ustedes tienen que:
 - tener 25 años de edad, pero menos de 65 años de edad al final del año,
 - vivir en los Estados Unidos* durante más de la mitad del año, y
 - no reunir los requisitos como dependientes de otra persona.

Para reclamar el *EITC*, usted tiene que presentar una declaración del impuesto federal, aún si no adeuda impuestos y no tiene el requisito de presentar una declaración. Presente su declaración de impuestos tan pronto como tenga toda la información que necesita sobre cuánto ganó. No obstante, los reembolsos de las declaraciones en las que se reclama el *EITC* no se pueden emitir antes de mediados de febrero. Esta demora se aplica al reembolso total, no sólo a la parte asociada al *EITC*. El *EITC* proporciona un impulso para ayudar a pagar sus facturas o ahorrar para los tiempos difíciles.

Sólo imagine lo que podría hacer con el *EITC*.

¿Desea ayuda con el *EITC*?

- Visite www.irs.gov/eitc para obtener información gratuita y consultar el asistente *EITC* interactivo para ver si califica para el crédito y estimar la cantidad de su *EITC*.
- Visite un sitio de Asistencia Voluntaria al Contribuyente con los Impuestos sobre los Ingresos (*VITA*, por sus siglas en inglés). Visite www.irs.gov/VITA o llame al 1-800-906-9887 para encontrar un sitio.
- Utilice *Free File* en www.irs.gov/FreeFile para la presentación gratuita en línea a través de software de preparación de impuestos, disponible comercialmente.

Los errores pueden demorar la parte del *EITC* de su reembolso, hasta que se corrijan. Si el *IRS* audita su declaración y encuentra un error en su reclamación del *EITC*, usted tiene que devolver la cantidad del *EITC* que recibió por error más multas e intereses. Es posible que también tenga que presentar el Formulario 8862 para las futuras reclamaciones. Y si el *IRS* encuentra que su reclamación incorrecta fue debido a descuido imprudente o intencional de las reglas y regulaciones o fraude, podemos prohibirle reclamar el *EITC* por 2 años o 10 años, dependiendo de la causa de su error.

* El personal militar de los EE.UU. en servicio activo prolongado fuera de los Estados Unidos se considera que vive en los Estados Unidos mientras está en servicio activo.

§ 40.1-28.7:8. Covenants not to compete prohibited as to low-wage employees; civil penalty

A. As used in this section:

"Covenant not to compete" means a covenant or agreement, including a provision of a contract of employment, between an employer and employee that restrains, prohibits, or otherwise restricts an individual's ability, following the termination of the individual's employment, to compete with his former employer. A "covenant not to compete" shall not restrict an employee from providing a service to a customer or client of the employer if the employee does not initiate contact with or solicit the customer or client.

"Low-wage employee" means an employee whose average weekly earnings, calculated by dividing the employee's earnings during the period of 52 weeks immediately preceding the date of termination of employment by 52, or if an employee worked fewer than 52 weeks, by the number of weeks that the employee was actually paid during the 52-week period, are less than the average weekly wage of the Commonwealth as determined pursuant to subsection B of § 65.2-500. "Low-wage employee" includes interns, students, apprentices, or trainees employed, with or without pay, at a trade or occupation in order to gain work or educational experience. "Low-wage employee" also includes an individual who has independently contracted with another person to perform services independent of an employment relationship and who is compensated for such services by such person at an hourly rate that is less than the median hourly wage for the Commonwealth for all occupations as reported, for the preceding year, by the Bureau of Labor Statistics of the U.S. Department of Labor. For the purposes of this section, "low-wage employee" shall not include any employee whose earnings are derived, in whole or in predominant part, from sales commissions, incentives, or bonuses paid to the employee by the employer.

B. No employer shall enter into, enforce, or threaten to enforce a covenant not to compete with any low-wage employee.

C. Nothing in this section shall serve to limit the creation or application of nondisclosure agreements intended to prohibit the taking, misappropriating, threatening to misappropriate, or sharing of certain information, including trade secrets, as defined in § 59.1-336, and proprietary or confidential information.

D. A low-wage employee may bring a civil action in a court of competent jurisdiction against any former employer or other person that attempts to enforce a covenant not to compete against such employee in violation of this section. An action under this section shall be brought within two years of the latter of (i) the date the covenant not to compete was signed, (ii) the date the low-wage employee learns of the covenant not to compete, (iii) the date the employment relationship is terminated, or (iv) the date the employer takes any step to enforce the covenant not to compete. The court shall have jurisdiction to void any covenant not to compete with a low-wage employee and to order all appropriate relief, including enjoining the conduct of any person or employer, ordering payment of liquidated damages, and awarding lost compensation, damages, and reasonable attorney fees and costs. No employer may discharge, threaten, or

otherwise discriminate or retaliate against a low-wage employee for bringing a civil action pursuant to this section.

E. Any employer that violates the provisions of subsection B as determined by the Commissioner shall be subject to a civil penalty of \$10,000 for each violation. Civil penalties owed under this subsection shall be paid to the Commissioner for deposit in the general fund.

F. If the court finds a violation of the provisions of this section, the plaintiff shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorney fees from the former employer or other person who attempts to enforce a covenant not to compete against such plaintiff.

G. Every employer shall post a copy of this section or a summary approved by the Department in the same location where other employee notices required by state or federal law are posted. An employer that fails to post a copy of this section or an approved summary of this section shall be issued by the Department a written warning for the first violation, shall be subject to a civil penalty not to exceed \$250 for a second violation, and shall be subject to a civil penalty not to exceed \$1,000 for a third and each subsequent violation as determined by the Commissioner. Civil penalties owed under this subsection shall be paid to the Commissioner for deposit in the general fund.

The Commissioner shall prescribe procedures for the payment of proposed assessments of penalties that are not contested by employers. Such procedures shall include provisions for an employer to consent to abatement of the alleged violation and to pay a proposed penalty or a negotiated sum in lieu of such penalty without admission of any civil liability arising from such alleged violation.

2020, cc. [948](#), [949](#), § 40.1-28.7:7.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Seizure First Aid

How to help someone having a seizure

1

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

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



2

Keep the person **SAFE**.

- ✓ Move or guide away from **harm**



3

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

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



Call
911
if...

- ▶ Seizure lasts longer than 5 minutes
- ▶ Person does not return to their usual state
- ▶ Person is injured, pregnant, or sick
- ▶ Repeated seizures
- ▶ First time seizure
- ▶ Difficulty breathing
- ▶ Seizure occurs in water

Do
NOT

- ✗ Do **NOT** restrain.
- ✗ Do **NOT** put any objects in their mouth.
- ✓ **Rescue medicines can be given** if prescribed by a health care professional

Learn More and Register for Training: epilepsy.com/firstaid



EPILEPSY
FOUNDATION

epilepsy.com

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

In Partnership with
Virginia Department
of Labor and Industry



Virginia Minimum Wage Act

BEGINNING JANUARY 1, 2025, THE VIRGINIA HOURLY MINIMUM WAGE IS

\$12.41 PER HOUR

As required by law, effective January 1, 2025, the adjusted state hourly minimum wage has been established at \$12.41 per hour. This change is based on a calculation that includes the previous minimum wage rate (\$12.00 per hour) and the annual change in the Consumer Price Index (CPI-U) for 2023.

Annual adjustments to the Virginia minimum wage rate will continue in future years using the same methodology.

BUSINESS SIZE

The Virginia Minimum Wage Act does not exempt employees based on the size of their employer.

Note: Employees of small businesses must be paid at a rate of no less than \$12.41 per hour if they are not otherwise exempt under the Act.

TIPPED EMPLOYEES

Under the “tip credit” provisions of the Fair Labor Standards Act, tipped employees (those who regularly receive more than \$30.00 a month in tips) may be paid at the tipped minimum wage of \$2.13 per hour. However, an employee’s hourly wages plus tips **must** meet the Virginia minimum wage rate of \$12.41 per hour. If they do not, an employer **must** pay the difference to an employee so that they earn **at least** \$12.41 per hour.

Questions? Contact DOLI’s Division of Labor and Employment Law:



Virginia Department of Labor and Industry
Division of Labor and Employment Law

(804) 786-2706
Laborlaw@doli.virginia.gov

www.doli.virginia.gov

REV 11/2024

