

LLCC Labor Law Compliance Center
New York City Basic
 www.laborlawcc.com **Ordinance English**
 Posters@laborlawcc.com (800) 801-0597

STOP SEXUAL HARASSMENT ACT NOTICE

All employers are required to provide written notice of employees' rights under the Human Rights Law both in the form of a displayed poster and as an information sheet distributed to individual employees at the time of hire. This document satisfies the poster requirement.

NYC Commission on Human Rights
NOTICE OF RIGHTS
 This establishment is subject to the New York City Human Rights Law ("NYCHRL") which is Title 8 of the Administrative Code of the City of New York.

Notice of Employee Rights: Safe and Sick Leave

You have the right to safe and sick leave and paid prenatal leave. You have this right regardless of your immigration status. Your employer must give you this notice explaining your rights.

Amount of Leave:

| Safe and Sick Leave (care for yourself or anyone you consider family) | Paid Prenatal Leave (healthcare for yourself during pregnancy) |
|---|---|
| <ul style="list-style-type: none"> All employers must provide up to 40 hours of safe and sick leave each calendar year. Employers with 100 or more employees must provide up to 56 hours of safe and sick leave each calendar year. <p><i>Full-time and part-time workers earn safe and sick leave at a rate of 1 hour for every 30 hours worked.</i></p> | <ul style="list-style-type: none"> All employers must provide a separate bank of 20 hours of paid prenatal leave. |

Your employer's calendar year is: _____ to _____

You have a right to **PAID** safe and sick leave if:

- Your employer has 5 or more employees.
- Your employer has fewer than 5 employees but a net income of \$1 million or more.

You have a right to **UNPAID** safe and sick leave if:

- Your employer has fewer than 5 employees and a net income of less than \$1 million.

You can carry over unused safe and sick leave to the next calendar year.

Use of Safe and Sick Leave:

- Use it for your health, including to get medical care or to recover from illness or injury.
- Use it to care for a family member who is sick or has a medical appointment.
- Use it when your job or your child's school closes due to a public health emergency.
- Use it to care for a family member's safety because of domestic violence, unwanted sexual contact, stalking, or human trafficking.

Your employer can require you to give advance notice of a planned use of leave; for example, to attend a scheduled doctor's appointment or court hearing. You do not have to give advance notice of an unexpected use of leave; for example, illness or a medical emergency.

You have a right to privacy. You do not have to give your employer details about why you used leave.

If you use more than three workdays in a row of leave, your employer can require documentation.

Required Written Disclosures:

Your employer must:

- Give you a written policy that explains how to use your benefits.
- Tell you how much leave you have used and have left each pay period.

No Retaliation:

It is illegal to punish or fire employees for requesting or using leave or for reporting violations.

Contact Consumer and Worker Protection to learn more or to file a complaint. Visit nyc.gov/workers | Call 311 and ask for "Paid Safe and Sick Leave" You can also make an ANONYMOUS tip.

NYC Commission on Human Rights

The NYC Human Rights Law Retaliation Is Prohibited Under the Law

The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to \$250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, require the violator to undergo training, and mandate other remedies such as community service.

Sexual Harassment Under the Law

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.

Some Examples of Sexual Harassment

- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

Report sexual harassment to the NYC Commission on Human Rights. Call 212-416-0197 or visit NYC.gov/HumanRights to learn how to file a complaint or report discrimination. You can file a complaint anonymously.

State and Federal Government Resources

Sexual harassment is also unlawful under state and federal law where statutes of limitations vary.

To file a complaint with the New York State Division of Human Rights, please visit the Division's website at www.dhr.ny.gov.

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at www.eeoc.gov.

NYC Commission on Human Rights

EMPLOYMENT

It is illegal to discriminate against employees, interns, job seekers, and independent contractors on the basis of:

Age • Arrest or Conviction Record • Caregiver Status • Color • Credit History • Disability • Gender • Gender Identity • Height & Weight • Immigration Status • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Race • Religion/Creed • Salary History • Sexual & Reproductive Health Decisions • Sexual Orientation • Status as Victim of Domestic Violence, Sexual Violence, or Stalking • Unemployment Status

HOUSING

It is illegal to discriminate against tenants, apartment seekers, and home buyers on the basis of:

Age • Color • Criminal Record • Disability • Gender • Gender Identity • Height & Weight • Immigration Status • Lawful Occupation • Lawful Source of Income (including housing subsidies) • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Presence of Children • Race • Religion/Creed • Sexual Orientation • Status as Victim of Domestic Violence, Sexual Violence, or Stalking

PUBLIC ACCOMMODATIONS

It is illegal to discriminate in public spaces like stores, restaurants, parks, libraries, or taxis on the basis of:

Age • Color • Disability • Gender • Gender Identity • Height & Weight • Immigration Status • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Race • Religion/Creed • Sexual Orientation

DISCRIMINATORY HARASSMENT

It is illegal to physically threaten or use force against someone or to damage property because of:

Age • Color • Disability • Gender • Gender Identity • Immigration Status • Marital or Partnership Status • National Origin • Pregnancy • Presence of Children • Race • Religion/Creed • Sexual Orientation

BIAS-BASED PROFILING BY LAW ENFORCEMENT

It is illegal for law enforcement to target someone because of:

Age • Color • Disability • Gender • Gender Identity • Housing Status • Immigration Status • National Origin • Pregnancy • Race • Religion/Creed • Sexual Orientation

LENDING PRACTICES

It is illegal to discriminate in lending practices or terms because of:

Age • Color • Disability • Gender • Gender Identity • Immigration Status • Marital or Partnership Status • Military Service • National Origin • Pregnancy • Presence of Children • Race • Religion/Creed • Sexual Orientation

RETALIATION

The law prohibits retaliation for opposing a discriminatory practice, filing a complaint of discrimination, assisting in an investigation of discrimination, or testifying in a proceeding related to a discrimination case.

NYC Commission on Human Rights

AVISO SOBRE LA LEY PARA DETENER EL ACOSO SEXUAL

Todos los empleadores deben proporcionar un aviso por escrito sobre los derechos de los empleados de conformidad con la Ley de Derechos Humanos de la Ciudad de Nueva York mediante un afiche exhibido y una hoja de información distribuida a cada empleado en el momento de la contratación. Este documento cumple con el requisito del afiche.

La Ley de Derechos Humanos de la Ciudad de Nueva York

La Ley de Derechos Humanos de la Ciudad de Nueva York, una de las leyes más rigurosas contra la discriminación del país, protege a todas las personas contra la discriminación basada en género, lo que incluye el acoso sexual en el lugar de trabajo, la vivienda y espacios públicos, como tiendas y restaurantes. Quienes infrinjan esta ley pueden ser responsables de sanciones civiles de hasta \$250,000 en el caso de una infracción intencional. La Comisión también puede evaluar concederle a la víctima una indemnización por daños y perjuicios debido a angustia emocional y otros recursos, exigirle al infractor asistir a una capacitación o ordenar otras medidas, como servicio comunitario.

El Acoso Sexual Según la Ley

El acoso sexual, una forma de discriminación en función del género, es el comportamiento físico o verbal no deseado en relación con el género de una persona.

Algunos Ejemplos de Acoso Sexual

- Tocar a los empleados o clientes de manera inapropiada.
- Amenazar o actuar de manera adversa luego de que una persona rechaza una insinuación sexual.
- Hacer comentarios lascivos o sexuales sobre el aspecto, cuerpo o la forma de vestir de una persona.
- Condicionar ascensos u otras oportunidades en función de favores sexuales.
- Mostrar imágenes, dibujos o graffiti pornográficos en computadoras, correos electrónicos, teléfonos celulares, tableros de anuncios, etc.
- Hacer comentarios sexistas o despectivos en función del género.

Denuncie el Acoso Sexual

Si cree que es víctima de acoso sexual, infórmele lo antes posible a un gerente, al representante de igualdad de oportunidades laborales de su lugar de trabajo o al Departamento de Recursos Humanos.

Denuncie el acoso sexual ante la Comisión de Derechos Humanos de la Ciudad de Nueva York.

Llame al 212-416-0197 o visite nyc.gov/HumanRights para saber cómo presentar una queja o denunciar un acto de discriminación. Usted puede presentar una queja de forma anónima.

Recursos del Gobierno Estatal y Federal

El acoso sexual también es ilegal en virtud de la ley estatal y federal.

Para presentar una queja ante la División de Derechos Humanos del Estado de Nueva York, visite el sitio web de la División en www.dhr.ny.gov.

Para presentar cargos ante la Comisión para la Igualdad de Oportunidades en el Empleo (EEOC) de los EE. UU., visite el sitio web de la EEOC en www.eeoc.gov.

NYC Comisión de Derechos Humanos

A victim of abuse should never be a victim of discrimination in housing or employment

In New York City, the Human Rights Law protects victims of domestic violence, sex offenses, or stalking against discrimination

Examples of housing discrimination

- "I had an Order of Protection and the landlord refused to rent to me."
- "My landlord is threatening to evict me because he says he doesn't want the police being called to his building."
- "My landlord refused to accept my LINC voucher because she says she doesn't want troublemakers in the building."

Examples of employment discrimination

- "My employer fired me because he didn't want 'drama' in the office."
- "I asked for a transfer to a different office so my abuser couldn't find me, but my company said no."
- "My manager ended my internship because she said I was 'endangering' her staff."

To learn more about your rights and responsibilities under the NYC Human Rights Law, visit nyc.gov/HumanRights. If you have questions or want to report discrimination, call the NYC Commission on Human Rights hotline at 212-416-0197.

NYC Commission on Human Rights

People with Disabilities are Protected from Discrimination in NYC

Equal and Independent Access for all New Yorkers

If you feel you have been a victim of discrimination, we can help.

Call 212-416-0197 to speak with a NYC Commission on Human Rights representative or report it at nyc.gov/HumanRights

NYC Commission on Human Rights | Mayor's Office for People with Disabilities

nyc.gov/HumanRights • nyc.gov/mopd

#EqualAccessNYC • @NYCCHHR • @NYCDisabilities

কর্মক্ষেত্রে আপনার অধিকার সম্পর্কে জানুন
 Conozca sus derechos en el trabajo
 了解您的职场权利
 瞭解您的職場權利
 Know your rights at work
 Connaître ses droits au travail
 Konn dwa w nan travay la
 귀하의 직장 권리 알기
 کام پر اپنے حقوق کو جانیں
 Poznaj swoje prawa pracownicze
 اعرف حقوقك في العمل
 Знайте свои трудовые права

NYC Consumer and Worker Protection | nyc.gov/workers | 311

YOU ARE MORE THAN YOUR CREDIT SCORE

There's no evidence that shows a link between credit reports and job performance. That's why NYC made it illegal to use credit reports in employment decisions. Let's grow New York businesses and workforces with fairness and equal opportunity for all.

NYC Commission on Human Rights

Learn how the law affects you at nyc.gov/HumanRights or by calling 212-416-0197.

#CreditCheckLawNYC

CRIMINAL RECORD? YOU CAN WORK WITH THAT.

The Fair Chance Act makes it illegal for most employers in New York City to ask about criminal history before making a job offer.

When employers consider qualifications first, more New Yorkers go to work. That makes businesses strong and powers our economy.

Learn your rights and responsibilities under the Human Rights Law. Visit nyc.gov/HumanRights or call 212-416-0197.

NYC Commission on Human Rights

#FairChanceNYC

You Have a Right to Temporary Changes to Your Work Schedule

Under NYC's Temporary Schedule Change Law, covered employees have a right to temporary changes to their work schedule for certain "personal events." Employers must post this notice where employees can easily see it at each NYC workplace.

| Employees Covered by the Law | Employees NOT Covered by the Law |
|---|--|
| <ul style="list-style-type: none"> All employees who work 80+ hours per calendar year in NYC and who have been employed by their employer 120 or more days <p><i>The law applies regardless of immigration status.</i></p> <p>Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law. Workers should immediately contact OLPS about retaliation. See below.</p> | <ul style="list-style-type: none"> Government employees Certain employees subject to a collective bargaining agreement Certain employees in motion picture, television, and live entertainment industries |

Definitions

Personal event
 A "personal event" can be any of the following:

- The need to care for a child under the age of 18
- The need to care for a "care recipient," a person with a disability who is a family or household member and relies on you for medical care or to meet the needs of daily living
- The need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee's minor child or care recipient is a party
- Any other reason for which the employee may use leave under NYC's Paid Safe and Sick Leave Law

Temporary change
 A "temporary change" means an adjustment to your usual schedule. This can include: using short-term unpaid leave, paid time off, working remotely, or swapping or shifting working hours.

NOTICE Pregnancy Accommodations at Work

The NYC Human Rights Law requires all employers with four or more employees, or one or more domestic worker, to provide reasonable accommodations to employees related to pregnancy, childbirth, and related medical conditions to enable them to continue working and/or return to work promptly while maintaining a healthy pregnancy. Employers are required to provide written notice of employees' rights under the Law, and can use this document to satisfy that requirement. As such, it should be posted in the workplace.

EMPLOYERS

Provide a clear policy and protocol for employees to request a reasonable accommodation. Work with your pregnant employee to promptly agree on a reasonable accommodation that:

- Values your employee's contributions to the workplace
- Helps your employee satisfy the essential requisites of her job
- Keeps them in the workplace for as long as they are able to continue working
- Is light for your employee and does not cause undue hardship to your business

Ignoring a request for a reasonable accommodation, failing to respond quickly, punishing, or firing your employee after they request one can expose you to damages and civil penalties. Employers are prohibited from asking for proof of pregnancy. Employers may request a doctor's note only when the accommodations requested by the employee involve time away from the workplace and when not otherwise prohibited by city, state, or federal law, including the NYC Earned Sick Time Act.

nyc.gov/HumanRights or call 212-416-0197

NYC Commission on Human Rights

You have the right to use the restroom, locker room, or other single-sex facility consistent with your gender identity or gender expression.

Individuals cannot be asked to show identification, medical documentation, or any other form of proof or verification of gender.

Any person who abuses this policy in order to assault, harass, intimidate, or otherwise interfere with an individual's rights under this policy will be prosecuted to the full extent of the law.

This policy does not provide a right to a member of the public to use a facility that is reserved for the exclusive use of employees.

NYC Commission on Human Rights | Citywide Administrative Services | Visit nyc.gov/humanrights or call 212-416-0197 for the Commission on Human Rights. City employees may also learn more by speaking with their EEO Officer.

Your Rights

Temporary change to work schedule on up to two (2) occasions each calendar year

The change must be to accommodate a personal event. See Definitions. Your employer must grant requests for you to:

- Two (2) separate occasions, each totaling one (1) business day OR
- One (1) occasion for up to two (2) business days

Freedom from retaliation for additional schedule change requests

You can request additional changes to your schedule. Employers are not required to grant additional requests; however, they cannot retaliate against you.

If you need a temporary change to your work schedule:

- As soon as you become aware of the need for a temporary schedule change, request one from your employer or direct supervisor either orally or in writing. Your request should include the date of the change, that the change is due to a personal event, and propose the type of temporary change you want (for example, to work from home), unless you would like to use leave without pay.
- Your employer must respond immediately.
- If you requested the schedule change orally (for example, in person or by phone), you must submit a written request no later than the second business day after you return to work. Include in the written request the date of the temporary schedule change and that the change was due to a personal event. Your employer must provide a written response within 14 days. If you do not submit a written request, your employer is not required to provide a written response but cannot deny your request because you did not submit a written request.
- Make sure to keep all of your schedules and any communications with your employer about scheduling.

Ability to propose type of temporary change

You can propose the type of temporary change you would like when you request it. See Definitions.

Your employer must:

- Approve your proposal. OR
- Provide leave without pay.

Your employer may:

- Offer you the ability to use paid time off. Note: The law does not require employers to offer paid time off, and you do not need to accept such an offer.
- Require you to use leave earned under NYC's Paid Safe and Sick Leave Law for a temporary schedule change.

File a Complaint

The Department of Consumer and Worker Protection (DCWP) Office of Labor Policy & Standards (OLPS) enforces NYC's Temporary Schedule Change Law and other NYC workplace laws.

To file a complaint with OLPS, go to nyc.gov/workers or contact 311 (212-NEW-YORK outside NYC) and ask for "Temporary Schedule Change Law." OLPS will conduct an investigation and try to resolve your complaint. OLPS will keep your identity confidential unless disclosure is necessary to complete an investigation or is required by law.

You can also file an action in court. However, you cannot have a complaint with OLPS and a claim in court at the same time.

Contact OLPS

Visit nyc.gov/workers, email OLPS@dcwp.nyc.gov, or contact 311 (212-NEW-YORK outside NYC) and ask for "Temporary Schedule Change Law."

You have a right to be given this notice in English and in any language that is the primary language of at least 5 percent of the workers at your workplace if the translation is available on the DCWP website.

NYC Consumer and Worker Protection