



# Workplace Posters: Required and Recommended

The following posters are available FREE from the issuing State of Washington, federal, or other agency. Contrary to some advertisements you may have received, employers aren't required to purchase posters from private companies. If you feel you have been misled by advertisements claiming posters must be purchased, you may file a complaint with the Washington State Office of the Attorney General at: [atg.wa.gov/file-complaint](http://atg.wa.gov/file-complaint).

Online access to posters is indicated, when available. Otherwise, call the phone number listed to request that posters be mailed. Employers must post required posters where their employees can read them. If employees work remotely, posters or links to posters should be sent to them. Keep records of what was sent and when.

**Disclaimer:** While efforts have been made to provide correct information regarding posters and notices, no assurance is offered that the following is accurate and comprehensive at the time reviewed. Use the links below to verify requirements for organization.

## Washington State

**Department of Labor & Industries** (required posters)

[lni.wa.gov/RequiredPosters](http://lni.wa.gov/RequiredPosters) ■ 1-800-547-8367

- Job Safety and Health Law (F416-081-909)
- Your Rights as a Worker (F700-074-909)
- Notice to Employees — If a Job Injury Occurs (F242-191-909)  
*Or*  
Notice to Employees — Self-insured Businesses (F207-037-909)  
*This poster is for self-insured businesses. All others use F242-191-909.*
- Safety and Health Discrimination in the Workplace (F417-188-909)  
*(recommended but not required)*

*Posters are also available at L&I offices.*

**Employment Security Department** (required posters)

[esd.wa.gov/about-employees/forms-and-publications](http://esd.wa.gov/about-employees/forms-and-publications)

- Unemployment Benefits poster (EMS 9874)
- Paid Family and Medical Leave poster
- Domestic Violence Resources (EMS 10427)

**Human Rights Commission** (recommended poster)

[hum.wa.gov/publications](http://hum.wa.gov/publications)

1-800-233-3247 (in Washington State) or 360-753-6770

- Washington State Law Prohibits Discrimination in Employment

## United States

**Equal Employment Opportunity Commission** (required poster)

[eeoc.gov/poster](http://eeoc.gov/poster)

1-866-487-2365

- Know Your Rights: Workplace Discrimination is Illegal  
– *Also covers Americans with Disabilities Act.*

**Department of Labor** (required posters)

[dol.gov/general/topics/posters#CA\\_Materials](http://dol.gov/general/topics/posters#CA_Materials)

1-866-487-2365

Most businesses are required to post the following notices in the workplace.

To determine which specific federal posters your business is required to post, please visit the DOL Posters and Recordkeeping page ([webapps.dol.gov/elaws/posters.html](http://webapps.dol.gov/elaws/posters.html)).

- Fair Labor Standards Act (FLSA)  
Federal Minimum Wage Poster (WH Pub.1088)
- Employee Polygraph Protection Act (WH Pub.1462)
- Family and Medical Leave Act of 1993 (WH Pub.1420)
- Your Rights Under USERRA — The Uniformed Services Employment and Reemployment Rights Act\*

**Affordable Care Act** (required notice)

[dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/coverage-options-notice](http://dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/coverage-options-notice)

1-866-444-3272

*\* Federal law requires employers to notify employees of their rights under USERRA; employers may meet this requirement by displaying this notice where they customarily place notices for employees*

*Please note that generally, whether your organization is nonprofit or for-profit has no bearing on whether you have to post notices.*

# Local posters, online guides, and helpful contact information

## Local Workplace Poster Requirements

- Seattle Office of Labor Standards, [seattle.gov/laborstandards/resources-and-language-access/resources/posters](https://seattle.gov/laborstandards/resources-and-language-access/resources/posters)
  - 2021 Seattle Labor Standards Ordinances, [seattle.gov/Documents/Departments/LaborStandards/2021%20Workplace%20PosterSD1\\_Final\(0\).pdf](https://seattle.gov/Documents/Departments/LaborStandards/2021%20Workplace%20PosterSD1_Final(0).pdf)
  - City of SeaTac Minimum Wage Adjustments, [seatacwa.gov/our-city/employment-standards-ordinance](https://seatacwa.gov/our-city/employment-standards-ordinance)
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## Washington's Website for Businesses

### [Business.wa.gov](https://Business.wa.gov)

- Small Business Guide, [Business.wa.gov/SmallBusinessGuide](https://Business.wa.gov/SmallBusinessGuide)
  - Small Business Liaison, 1-800-917-0043
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## Department of Labor & Industries

### [Lni.wa.gov](https://Lni.wa.gov)

- Small Business Liaison, 1-800-987-0145
  - Agency information and assistance, 1-800-547-8367
  - Contractor registration, 1-800-647-0982
  - Employment standards/workplace rights, 1-866-219-7321
  - Workplace safety and health, 1-800-423-7233
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## Employment Security Department

### [esd.wa.gov](https://esd.wa.gov)

- Small Business Liaison, 360-902-9540
  - Employer helpline (24 hours), 1-888-836-1900
  - Shared Work Program, 1-800-752-2500
  - Labor market information, 1-800-215-1617
  - Paid Family and Medical Leave, 1-833-717-2273
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## Department of Revenue

### [dor.wa.gov](https://dor.wa.gov)

- Small Business Liaisons
    - Tax services, 360-705-6602
    - Licensing services, 360-705-6615
  - Business licensing, 360-705-6741
  - Tax assistance, 360-705-6705
  - Remote sales and consumer use tax, 360-704-5900
  - Unclaimed property, 360-534-1502
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## WA Cares Fund

### [WACaresFund.wa.gov](https://WACaresFund.wa.gov)

- 1-844-CARE4WA (1-844-227-3492)

*Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.*