

**IMPORTANT: HOW TO POST NOTICES IN A FORMAT \**  
**ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES**

The law requires an employer to post notices describing the Federal law prohibiting job discrimination based on race, color, sex, national origin, religion, age, equal pay, and disability.

The enclosed poster, prepared by the Equal Employment Opportunity Commission (EEOC), summarizes these laws and explains how an employee or applicant can file a complaint if s/e believes that s/he has been the victim of discrimination.

These posters should be placed in a conspicuous location in the workplace where notices to applicants and employees are customarily posted.

The Americans with Disabilities Act (ADA) requires that notices of Federal Laws prohibiting job discrimination be available in a location that is accessible to applicants and employees with disabilities that limit mobility.

Printed notices should be made available in an accessible format, as needed, to persons with disabilities that limit the ability to see or read. Notices can be recorded on an audio cassette or read to applicants or employees with disabilities that limit seeing or reading ability.

The EEOC has audio cassette recordings of the "Equal Employment Opportunity is the Law" poster. Employers may order a limited number for free by contacting the EEOC at:

Equal Employment Opportunity Commission  
Post Office Box 12549  
Cincinnati, Ohio 45212  
1-800-669-EEOC or 1-800-800-3302 (TDD)