

South Carolina Human Affairs Commission

Technical Services and Training Division



Prevention Corner



An ounce of Prevention is Worth a Pound of Cure.
~Benjamin Franklin

DECEMBER 2021

South Carolina
Human Affairs Commission
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www.schac.sc.gov

The South Carolina Human Affairs Commission strives to alleviate problems of discrimination through the enforcement of the SC Human Affairs Law (including the SC Pregnancy Accommodations Act), the SC Fair Housing Law, the SC Equal Enjoyment and Privileges to Public Accommodations Law and the SC Lactation Support Act.

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WHAT IS A WORKPLACE POSTER?

Federal and State laws require employers to post specific documents in the workplace. All businesses in South Carolina with at least one (1) employee are required to display certain notices advising employees of their rights in the workplace.

These federal and state law posters must appear in a conspicuous place accessible to all employees. It is the employer's responsibility to make sure the posters are up to date.

THE IMPORTANCE OF LABOR LAW (WORKPLACE) POSTERS

- One way to communicate to employees is through workplace compliance posters.
- It is very important to stay current with any changes to the posters.
- Posters summarize important details of the law and are required to be displayed within the workplace (*easily available to all employees*).
- Posters state employee rights under the law and what they should do if they feel that their employer has violated the law.
- Displaying posters in locations often frequented by all employees, ensures that employers and employees can know the laws, their rights, and their responsibilities.
- By displaying workplace posters, employers may reduce lawsuits, disputes, and complaints.

Resources: S.C. Human Affairs Commission; U.S Equal Opportunity Commission

If you feel like you have experienced discrimination, contact us for help.

(800) 521-0725, Relay 711

803-737-7800 or <https://www.schac.sc.gov>

How can I schedule training?

Contact us at:

(803) 737-7800 or (800) 521-0725, Relay 711

email: training@schac.sc.gov

WHAT WORKPLACE POSTERS (LABOR LAW) ARE REQUIRED FOR MY BUSINESS IN SOUTH CAROLINA?

According to the SC Department of Labor, Licensing, and Regulation, employers in South Carolina are required to post two (2) employment notices from the South Carolina Department of Labor, Licensing and Regulation in a place or places where employees can see them.

These posters are:

- OSHA (Occupational Safety and Health)
- Labor Law Abstract (Payment of Wages and Child Labor).

Three other state agencies also require employment postings:

- SC Department of Employment and Workforce
- SC Workers' Compensation Commission
- SC Human Affairs Commission

State Required Posters

SC Department of Labor, Licensing, and Regulation offers its posters for a free download at: <https://llr.sc.gov/wage/posters.aspx>

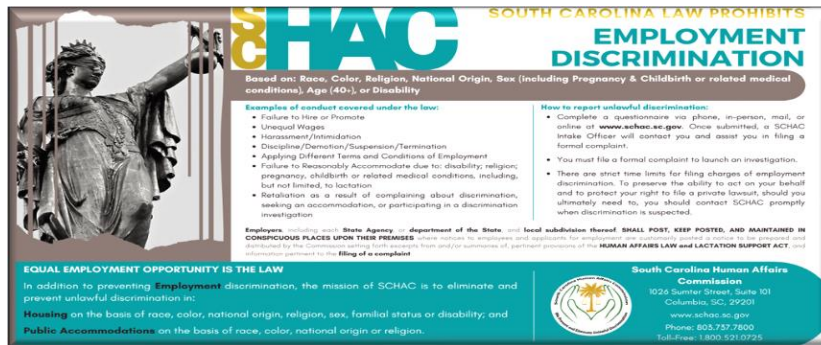
Poster Type	Poster Name	Description
Job Safety	SC Workplace Laws: Safety and Health on the Job	Includes OSHA (Occupational Safety & Health) Describes standards for health and safety for employers and employees.
Labor Law	DLLR Required Workplace Poster	Information regarding labor laws (Labor Law Abstract) <ul style="list-style-type: none"> ▪ Payment of wages ▪ Child Labor
Workers' Compensation Law	Workers' Compensation Poster	Informs employees about South Carolina Worker's Compensation laws.
Discrimination	Equal Employment is the Law Discrimination Poster (Updated PAA/Accommodations) May 2020	Informs employees about the following: <ul style="list-style-type: none"> ▪ Workplace discrimination ▪ Accommodations they are entitled to in the workplace
SC Workplace Laws (all in one poster)	SC Department of Employment and Workforce	SC Workplace Laws: Notice to Employees

Workplace Laws: Contact Information

For more information:

- SC Human Affairs Commission www.schac.sc.gov
- SC Department of Labor, Licensing, and Regulations www.llronline.com
- SC Department of Employment and Workforce www.dew.sc.gov
- SC Workers Compensation Commission www.wcc.sc.gov

EEO is the Law Poster S.C. Human Affairs Commission



Visit the South Carolina Human Affairs Commission website to download this poster
<https://www.schac.sc.gov/about-us/brochures-and-posters>

“EEO is the Law” Poster U.S. Equal Employment Opportunity Commission

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

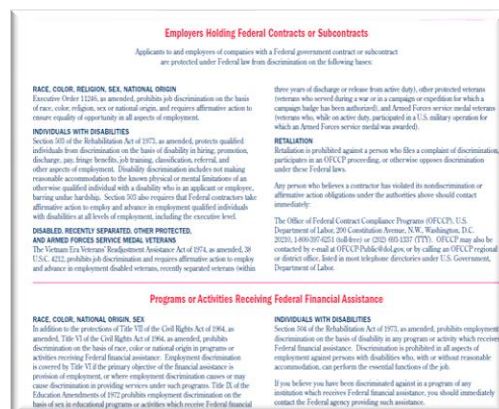
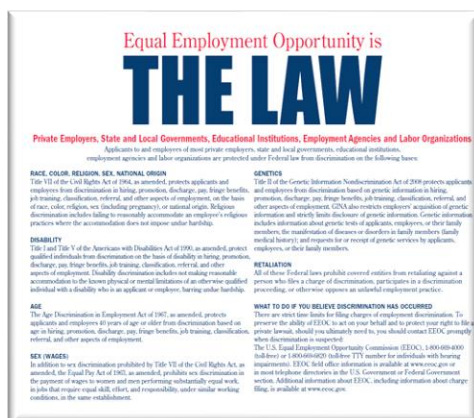
The law requires an employer to post a notice describing the Federal laws prohibiting job discrimination based on race, color, sex, national origin, religion, age, equal pay, disability, or genetic information.

According to the EEOC, these posters should be placed in a conspicuous location in the workplace where notices to applicants and employees are customarily posted. In addition to posting the enclosed poster, employers are encouraged to post the electronic notice on their internal web sites in a conspicuous location.

In most cases, electronic posting supplements physical posting but does not itself fulfill the employer's basic obligation to physically post the required information in its workplaces.

For printing / posting in the workplace:

- [“EEO is the Law” poster](#)
- [“EEO is the Law” poster \(Spanish\)](#)
- ["EEO is the Law" poster \(Arabic\)](#)
- ["EEO is the Law" poster \(Chinese\)](#)



Resources: U.S. Equal Employment Opportunity Commission; S.C. Human Affairs Commission



South Carolina Human Affairs Commission will Celebrate 50 years of preventing and eliminating unlawful discrimination in 2021.

Starting January 2022, please join us as we highlight influential events in the South Carolina Human Affairs Commissions' first 50 years of preventing and eliminating unlawful discrimination.



**Training for State and Federal Law Compliance
(Employment & Housing)**

An important aspect of state and federal law compliance involves training. While training programs are not “required” under workplace compliance, it is a requirement that all managers and employees know the laws and understand their roles and responsibilities.

Contact us:

(803) 737-7800 or (800) 521-0725, Relay 711

email: training@schac.sc.gov

PREVENTION CORNER

Ways to Prevent Holiday Workplace Issues

During the holiday season, employers may be faced with juggling time off requests, planning holiday parties, and additional workplace responsibilities. The following is a list of ways to prevent workplace issues during the holiday season.

- 1. Religious Holiday Accommodation:** Under federal and state discrimination laws, employers with 15 or more employees are required to provide reasonable accommodations for employees' sincerely held religious beliefs, practices, and observances, unless doing so would impose an undue hardship. According to the U.S. EEOC, the best practices for providing religious accommodations may be the following.
 - Voluntary shift swaps (*allowing the employee to switch shifts with a co-worker*)
 - Permitting flexible scheduling of work hours
- 2. Holiday Parties:** Employers may be concerned about the potential legal liability from sexual harassment that may happen at holiday parties. Because employees are more relaxed during these events, they may not conduct themselves the same way they do at work. Employers may want to consider the following:
 - Remind employees of your discrimination and harassment policies.
 - If a harassment complaint is made after an event, employers should make sure they investigate it promptly.

Resources: S.C. Human Affairs Commission; U.S Equal Employment Opportunity Commission

**If you feel like you have experienced discrimination,
contact us for help.**

**South Carolina Human Affairs Commission
(800) 521-0725, Relay 711 or 803-737-7800**

<https://www.schac.sc.gov/>

**The mission of the South Carolina Human Affairs Commission is to
Prevent and Eliminate Unlawful Discrimination in Employment,
Housing, and Public Accommodations.**