

# 2024 HR Solutions



COMPLY *RIGHT*®

# Employers Today Must Juggle Numerous Responsibilities

Help manage their biggest HR, labor law and tax-filing obligations with practical, legally sound solutions. While they enjoy convenience and compliance, you will build robust revenue through lucrative year-round sales.

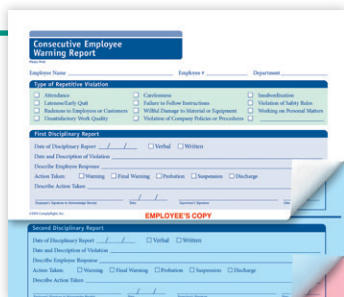
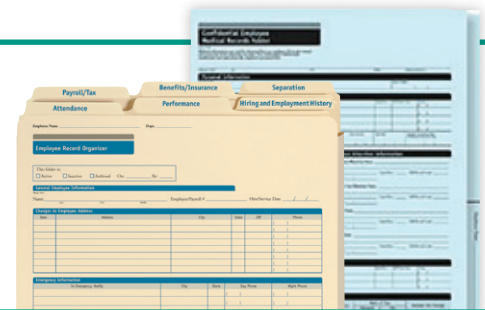


## Comply

100% compliant federal, state and local labor law posters, *pgs. 3-7*

## Organize

Clear the clutter with organized, efficient recordkeeping, *pgs. 8-12*

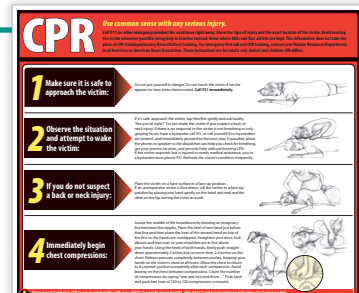


## Manage

Organize, track and manage employees with ease, *pgs. 13-18*

## Protect

Alert employees to potential hazards with safety signs and workplace posters, *pgs. 19-21*



# Labor Law Posters

Brought to you by ComplyRight®

## ■ What It Is:

ComplyRight Poster Service is a high-quality labor law posting solution that provides the necessary federal and state postings to help employers meet compliance with federal and state laws. Our partners can sell our posters in several ways: Federal Posters only, State Posters only, Federal/State combination sets and annual service. An annual service is available for continuous legal monitoring and automatic poster replacements.

## ■ Who It's For:

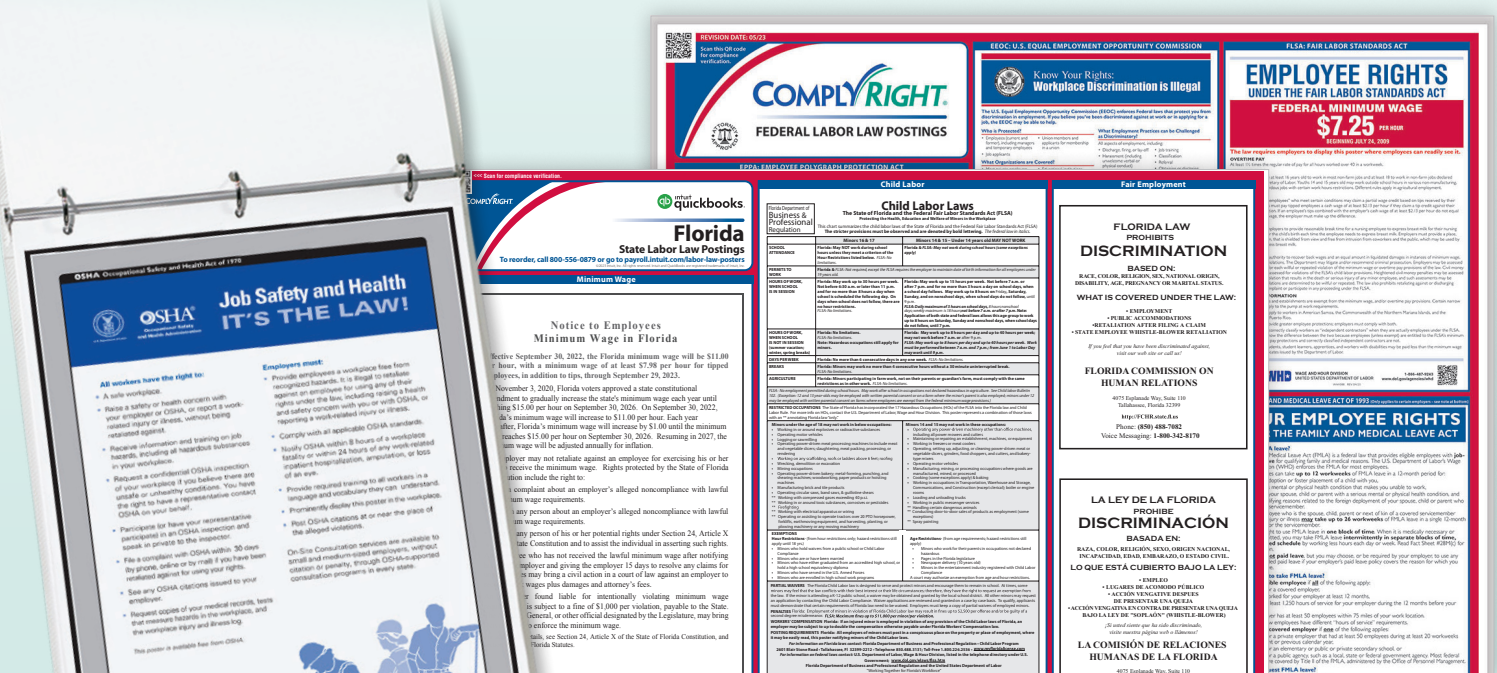
All employers, regardless of size are required to display mandatory federal and state labor law posters. Compliance isn't optional. Failure to meet compliance with these posting requirements can lead to hefty fines and legal liabilities.

## ■ Why Sell It:

A great add-on sale and easy product to promote because all employers must display postings — and are overwhelmed by the responsibility of researching, obtaining and keeping up with the latest requirements.

## ■ When to Sell:

Year-round. For single-poster buyers, any time there's a mandatory federal or state posting change (which we inform you of via compliance alerts).





## ComplyRight Poster Service

By law, all employers, regardless of size, are required to display mandatory federal and state labor law posters. **ComplyRight Poster Service** is a cost-effective posting compliance solution that provides the necessary federal and state postings to help employers meet compliance with federal and state laws. Failure to meet compliance with these posting requirements can lead to hefty fines and legal liabilities.

Posters must be displayed in prominent and accessible locations that are highly visible to all employees.

### Poster service includes:

- Free, automatic poster replacements for mandatory posting changes as well as posters for newly added posting requirements, at no additional cost, any time a posting requirement is added
- Accurate and up-to-date federal and state-specific postings, which are researched and monitored by our in-house legal team of attorneys and legal researchers
- Quick Response (QR) code printed on each state poster, to scan and instantly determine if posters are compliant
- Meet strict government requirements for color, font and size. Laminated for added durability.
- Timely email notifications of posting changes and poster replacement activity



U1200CXX – Federal and State Posters (English)\*\*

U1200CBOX – Federal (Bilingual), State (English)\*

U1200CBAXX – Federal (Bilingual), State (Bilingual)\*

\*XX = Your State Abbreviation.

\*\* All English services automatically include foreign language postings if required by your state for all employers in the state.



ComplyRight Poster Service can be purchased in a convenient retail card

## Federal and State Poster Service Retail Cards

CRPS01 – Federal and State Poster Service

CRSP02 – Federal (Bilingual) and State (English) Poster Service

CRSP03 – Federal Contractor Poster Service

## What Are the Different Language Options?

### ■ Federal English / State English

Already includes all state Spanish postings that are mandatory for every employer, regardless of how many Spanish-speaking employees work at the location. This is for the customer's convenience and is a great cost-saver.

### ■ Federal Bilingual / State English

The Federal poster must be posted in English and Spanish in locations where a significant number of employees speak Spanish. This solution is mandatory for those locations to ensure compliance with federal posting requirements.

### ■ Federal Bilingual / State Bilingual

This solution is recommended for all locations where a significant number of employees speak Spanish. All federal and state postings are presented in both languages. This is a best practice for any location with a majority of Spanish-speaking employees.



# Industry-Specific Poster Service

The Industry-Specific Poster Service includes commonly required posters for federal contractors, subcontractors and construction contractors. All posters are shipped at no additional charge whenever a mandatory poster change occurs during the one-year service period.

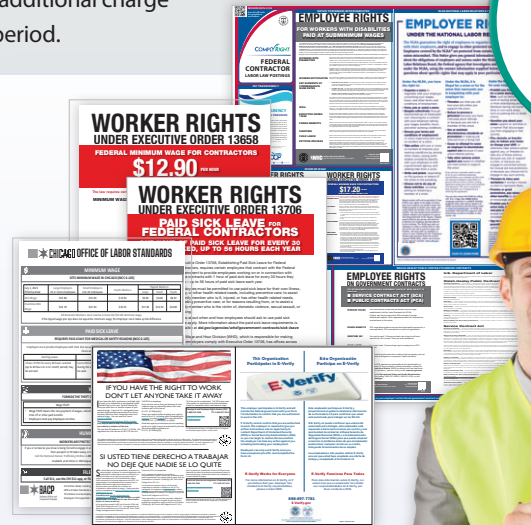
Purchase with  
**Federal and State  
Labor Law  
Poster Service**  
for complete  
compliance.

## Poster Service for Federal Contractors

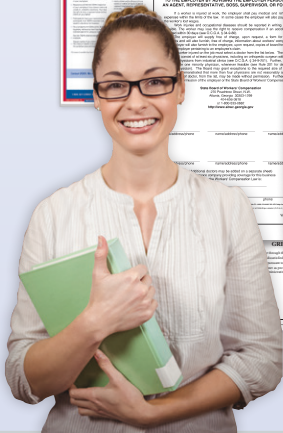
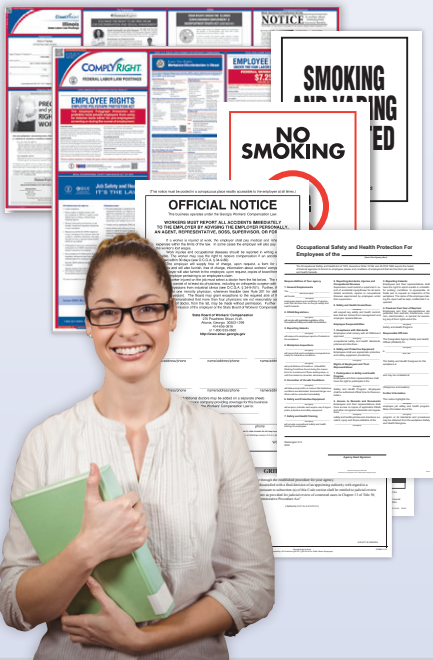
The *ComplyRight Federal Contractor Poster Service* only covers federal contractor postings. Employers must also post the mandatory employee notices provided in the standard ComplyRight Federal and State Labor Law Poster Service, sold separately, shown on page 4.

### Requirements of a Federal Contractor:

- Does the employer provide goods or services to the federal government?
- Is the employer required to use E-Verify?
- Does the employer work on federally financed construction projects?



U1200CFS – Standard  
U1200CFC – Construction  
EFEDFCR – Poster Kit Only



## Poster Service for Public Sector

U1200CPSECXX\* – English  
EFEDSTCRPSEX\* – Poster Kit Only

\*Replace XX with your state's abbreviation (e.g. U1200CPSECFL)

## Poster Service for Restaurants

U1200CRESTXX\* – English  
E50XXREST\* – Poster Kit Only

\*Replace XX with your state's abbreviation (e.g. U1200CRESTFL)

## Poster Service for Healthcare

U1200CHLTHXX\* – English  
E50XXHLTH\* – Poster Kit Only

\*Replace XX with your state's abbreviation (e.g. E50FL)

\*Please note that all service item requires setup prior to purchasing. Contact your sales your sales for more info.

# Federal and State Labor Law Posters



## Federal and State Labor Law Poster Kit

*ComplyRight Federal and State Labor Law Poster Kit* make it easy to comply with mandatory labor law posting regulations at the federal and state level. Our comprehensive poster sets include all mandatory labor law postings as required by federal and state employment regulations, issued by as many as nine separate government agencies.

E50XX\* – English

\*Replace XX with your state's abbreviation (e.g. E50FL).

## Federal and State Poster Kit Retail Cards

CRPS04 – Federal and State Poster Set

CRSP05 – Federal (Bilingual) and State (English) Poster Set

CRSP06 – Federal Contractor Poster Set

Federal & State Poster Sets can be purchased in a convenient retail card.



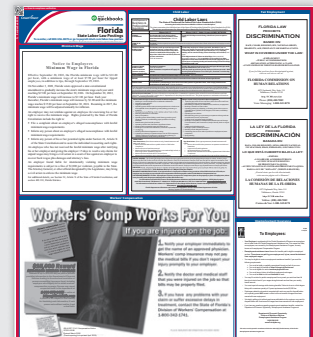
## Federal Poster Only

Our Federal Poster contains every mandatory posting — Federal Minimum Wage, Equal Employment Opportunity, OSHA, Family and Medical Leave, Employee Polygraph Protection and USERRA Military Notification. Available in English and Spanish.

ERFED – English

ERFEDS – Spanish

ERFED8 – Bilingual



## State Poster Only

Every employer is required by law to conspicuously post up-to-date state labor law notices. This poster contains all state-required postings to keep employees informed.

Item No. E10XX\* – English

\*Replace XX with your state's abbreviation (e.g. E10FL).

## Did You Know?

### ■ Compliance isn't optional.

If employers do not have current state and federal labor law posters displayed in the appropriate locations within their facilities, they may risk the chance of being cited/fined for noncompliance, and penalties, and damages from lawsuits.

### ■ When should I update or replace my labor law posters?

You will need to update your posters in order to stay compliant with the law whenever federal, state and OSHA agencies make labor law changes. State and federal agencies may change their labor law regulations at any time — and often do so without notifying the employees.

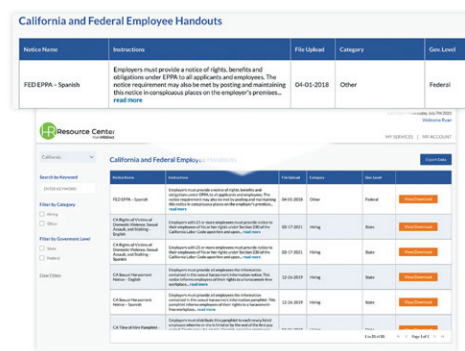


## Binders for Non-Traditional Worksites

Have little or no wall space? Our binder service is perfect for mall kiosks, food trucks, mobile service technicians, construction sites and other places with limited wall space.

### Item No. U1200CRWXX\*

Replace XX\* with your state's abbreviation. (e.g. U1200CRWFL).  
Each three-ring binder is 11" x 17". Printed in full color.



Dashboard displays the name, instructions, date of the last update, topic category, government level and a button to view and download your handouts.

## Intranet Licensing Posting Service

For organizations hosting a secure employee intranet or web portal, this solution offers another way to give employees (including remote workers) access to electronic postings. Employees can access a secure link on the intranet or web portal and select their location to view applicable federal, state, county and city postings.

### Item No. U1200CNETXX\*

\*Replace XX with your state's abbreviation (e.g. U1200CNETFL)  
Requires email address of customer admin.

## E-Service for Remote Workers

Meet posting requirements for remote workers by providing easy online access to mandatory postings. Employees can download and view all required postings and will receive automatic updates whenever a mandatory change occurs, as well as reminder emails if they have not viewed a mandatory update. Employee acknowledgments are tracked on [ComplyRightPosterService.com](http://ComplyRightPosterService.com).

### Item No. U1200CRDLXX\*

\*Replace XX with your state's abbreviation (e.g. U1200CRDLFL)  
Requires email address of customer admin and each remote employee.

## Mandatory Employee Handout Service

Numerous federal, state, city and county employment laws require employers to distribute written notifications directly to employees. Just like workplace postings, mandatory employee notices vary from state to state and change frequently.

This attorney-developed, first-of-its-kind service provides:

- Immediate online access to all applicable notifications, to be downloaded as needed throughout the year
- 365 days of legal monitoring and automatic updates whenever requirements change
- Online instructions and filters to help you identify which handouts to use and when
- Editable electronic format so you can add required information before distributing
- Flexible distribution options (as permitted by law)
- Ability to email select handouts directly to employees from the site and track acknowledgment of receipt



# Employee File Folders

*Brought to you by ComplyRight®*

## ■ What It Is:

Maintaining employee records is a must for any business. Organize medical records, training information, evaluations and more in secure, durable folders, in different sizes, to meet any need.

## ■ Who It's For:

Business of all sizes. We offer a variety of confidential file folders that are legally compliant so businesses can store material with confidence.

## ■ Why Sell It:

These employee folders assist businesses in complying with privacy rules and recordkeeping laws for personnel folders, employment records and employee medical records.

## ■ When to Sell:

Year-round.

**Confidential Personnel Folder**

Name \_\_\_\_\_ Relation \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Cellular (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State or Province/ZIP or Postal Code \_\_\_\_\_

**In Emergency Notify**

Start Date: \_\_\_\_\_  
Social Insurance #: \_\_\_\_\_  
(Canada Employees Only)

Status: Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal ☐

Address \_\_\_\_\_  
City/State or Province/ZIP or Postal Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Cellular (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
(Update Address and Telephone Number below when necessary.)

Address \_\_\_\_\_  
City/State or Province/ZIP or Postal Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Cellular (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Address \_\_\_\_\_  
City/State or Province/ZIP or Postal Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Cellular (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Payroll/Tax**

Employee Name \_\_\_\_\_ Dept. \_\_\_\_\_

**Employee Record Organizer**

This folder is:  
☐ Active ☐ Inactive ☐ Archived On: \_\_\_\_\_ By: \_\_\_\_\_

**Personnel ENVELO-FILE®**

YEARS OF SERVICE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

DATE OF BIRTH: \_\_\_\_\_ SEX: M \_\_\_\_\_ F \_\_\_\_\_ SOCIAL INSURANCE #: \_\_\_\_\_ (CANADA EMPLOYEES ONLY)

I-9 DOCUMENTATION COMPLETED: YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

EDUCATION: GRADE \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_ COLLEGE \_\_\_\_\_ SPECIAL TRAINING \_\_\_\_\_

POST-EMPLOYMENT EDUCATION/TRAINING \_\_\_\_\_

COMPANY TRAINING \_\_\_\_\_

STATUS: FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ TEMPORARY \_\_\_\_\_ PRINT EMPLOYEE'S NAME ON TAB

ADDRESS: NO. \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS: NO. \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS: NO. \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

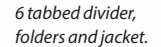
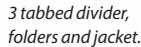
ADDRESS: NO. \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

IN EMERGENCY, NOTIFY: NAME \_\_\_\_\_ ADDRESS: NO. \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**Employment History**

Start/Change Date	Position

# Employee Record File Folders



**Bestseller**

# Employee Record Organizer for Small Business

Store the three most critical types of employee files safely and securely. This efficient and durable organizer is perfect for smaller businesses.

**Item No. A3103**

Price per pkg/25. 3-tabbed divider, folders and jacket.  
Size: 11<sup>7</sup>/<sub>8</sub>" x 9<sup>1</sup>/<sub>2</sub>", outer jacket, 1<sup>1</sup>/<sub>2</sub>" expansion.

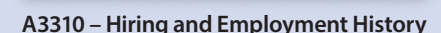
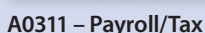
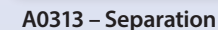
## Employee Record Organizer

Use this “mini-filing cabinet” for each employee to keep all important information in one place. Just tuck all six file folders neatly into the organizer jacket and you’ll be able to securely store up to 200 pages. You also can record basic employee information right on the cover.

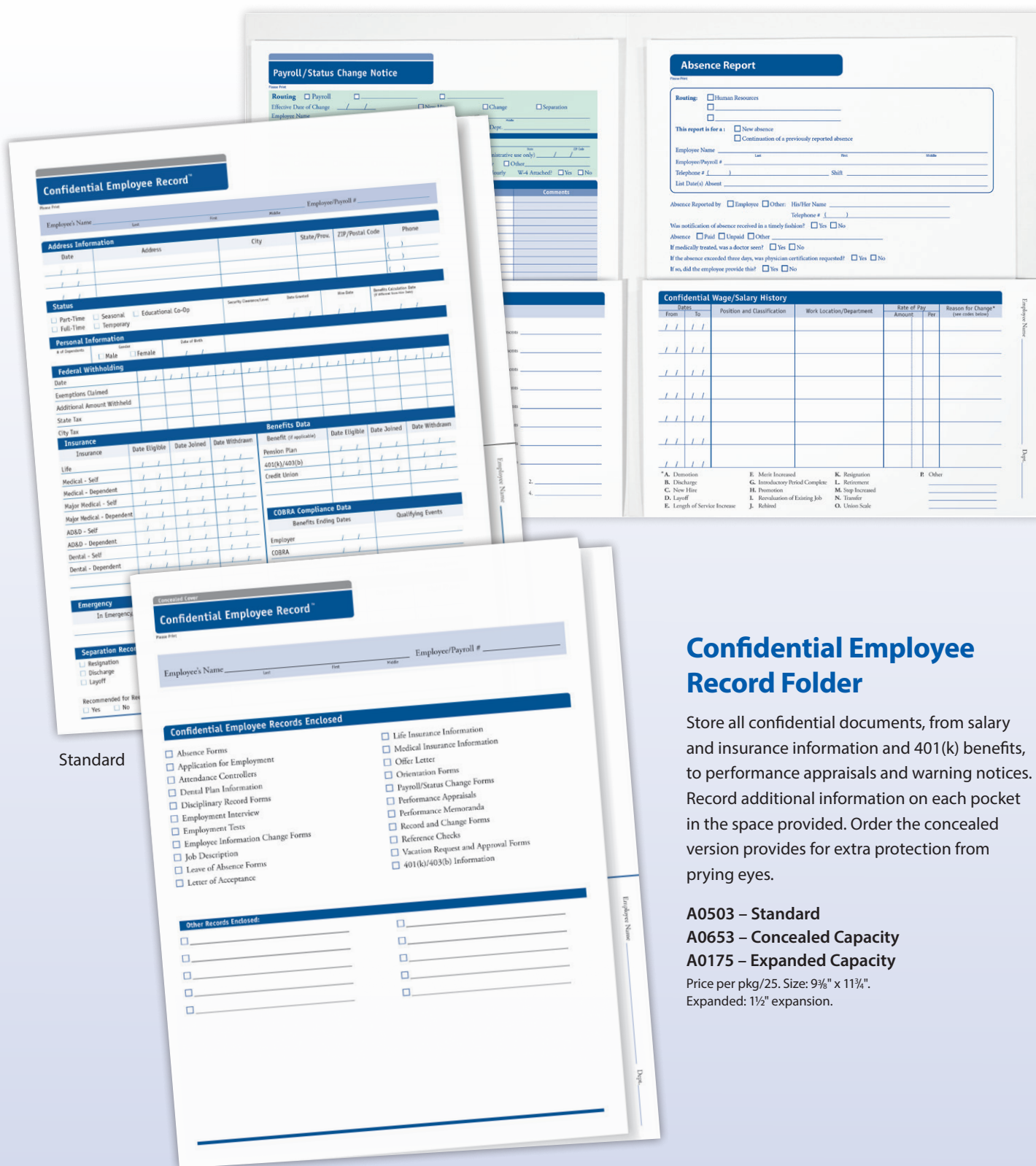
Item No. A1175

Price per pkg/25. 6 tabbed divider, folders and jacket.  
Size: 11<sup>7</sup>/<sub>8</sub>" x 9<sup>1</sup>/<sub>2</sub>" outer jacket, 1<sup>1</sup>/<sub>2</sub>" expansion.

## Six Folders Organize Every Aspect of Employee Recordkeeping



# Confidential Record Folder



Standard

Concealed Cover

## Confidential Employee Record Folder

Store all confidential documents, from salary and insurance information and 401(k) benefits, to performance appraisals and warning notices. Record additional information on each pocket in the space provided. Order the concealed version provides for extra protection from prying eyes.

**A0503 – Standard**

**A0653 – Concealed Capacity**

**A0175 – Expanded Capacity**

Price per pkg/25. Size: 9 $\frac{3}{8}$ " x 11 $\frac{3}{4}$ ".

Expanded: 1 $\frac{1}{2}$ " expansion.



# Employee Personnel File Folders

## Confidential Personnel Pocket File®

Protect all your confidential employee records in a secure folder. Record training, licenses, emergency contacts, performance appraisals and salary history on the back of the folder.

**Standard**                      **Expanded Capacity**  
**A1202 – Manila**            **A1204 – Manila**

Price per pkg/25. Standard: 9 $\frac{3}{8}$ " x 11 $\frac{3}{4}$ ".  
 Expanded: 11 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ ", 1 $\frac{1}{4}$ " spine.

The form is titled 'Confidential Employee Record' and includes fields for Employee Name, Date, and Employee/Person ID. It is divided into several sections: Address Information (Name, Address, City, State, ZIP, Phone), Status (Full Time, Part Time, Temporary, Seasonal, Safety Observer/Lead, Other Position, Job Title, Security Clearance Level), Personal Information (Social Security Number, Date of Birth, Sex, Marital Status, Religion, Race, Ethnicity, Height, Weight, Blood Type, Medical History, Allergies, Other Medical Information), Federal Withholding (Name, Address, City, State, ZIP, Phone), Emergency (In Emergency, Notify, City, State, ZIP, Day Phone, Night Phone), Education (Date, School/Location, Major Area of Study, Degree/Diploma), Separation Record (Reasons: Discharge, Layoff, Retirement, Recommended for Reemployment, No, Yes, By, Reason), Insurance (Insurance, New Health, New Dental, New Vision), and COBRA Compliance Data (Employee, Employer, Address, Reason for Termination, Date of Termination, Date of Coverage, Date of Payment, Date of Renewal, Date of Termination).

The form is titled 'Confidential Employee Safety and Training Record' and includes fields for Employee Name, Date, and Employee/Person ID. It is divided into several sections: Address Information (Name, Address, City, State, ZIP, Phone), Emergency (In Emergency, Notify, City, State, ZIP, Day Phone, Night Phone), Equipment/Personal Recommendation (Equipment, Personal Recommendation, Reason for Recommendation, Date of Recommendation, Date of Review, Date of Termination), and Employment History (Start/Change Date, Position, Department, Rate of Pay, Reason for Change or Termination).

The form is titled 'Confidential Personnel Folder' and includes fields for Employee Name, Date, and Employee/Person ID. It is divided into several sections: In Emergency Notify (Name, Address, City, State, ZIP, Phone), Address Information (Name, Address, City, State, ZIP, Phone), Emergency (In Emergency, Notify, City, State, ZIP, Day Phone, Night Phone), Equipment/Personal Recommendation (Equipment, Personal Recommendation, Reason for Recommendation, Date of Recommendation, Date of Review, Date of Termination), and Employment History (Start/Change Date, Position, Department, Rate of Pay, Reason for Change or Termination).

The form is titled 'CONFIDENTIAL Personnel File' and includes fields for Employee name, Date, and Employee number. It is divided into several sections: In Emergency Notify (Name, Address, City/State/ZIP, Day/Phone/Cell, Email, Cellphone current address and telephone number below when necessary), Form I-9 Documentation completed? (Yes, No), Location (High School, College, Graduate School, Vocational School), Special Training, Employment History (Start/Change date, Position, Department, Rate of pay, Reason for change or termination), and Years of Service (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50).

## Confidential Employee Safety and Training Record Folder

Store emergency information, accident reports, training records, violations and specific hazardous material records. Be prepared for sudden OSHA inspections and avoid having to search through scattered records.

**Item No. A2210**

Price per pkg/25. Size: 9 $\frac{1}{2}$ " x 11 $\frac{3}{4}$ ".

## Confidential Personnel Folder

Comply with state and federal recordkeeping laws by filing, securing and retaining important employee documents in one convenient file. Log salary history and benefits data, and store sensitive paperwork.

**A223 – Standard**

**A224 – Expanded Capacity**

Price per pkg/25. Size: 9 $\frac{3}{8}$ " x 11 $\frac{3}{4}$ ".  
 Expanded: 1 $\frac{1}{4}$ " expansion.

## Confidential Personnel File

Comply with state and federal recordkeeping law by filing, securing and retaining important employee document in one convenient file.

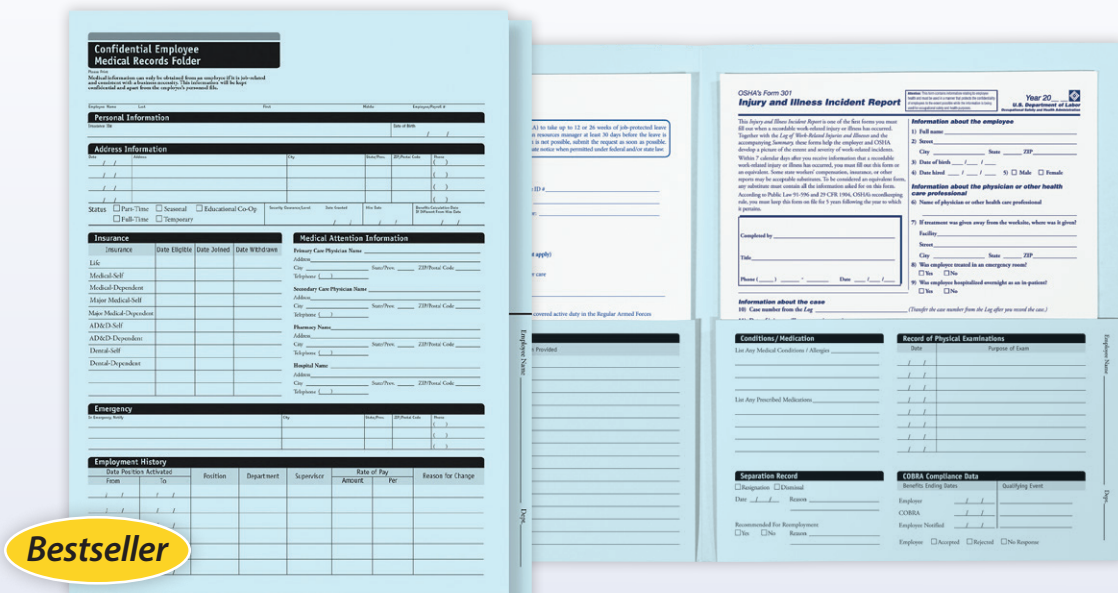
**A221 – Standard**

**A222 – Expanded Capacity**

Price per pkg/25. Standard: 12" x 9 $\frac{1}{2}$ ".  
 Expanded: 1 $\frac{1}{2}$ " spine.

# Medical Record Folders

Employee medical records must be filed separately — **it's federal law**. A number of federal laws, including the *Americans with Disabilities Act (ADA)*, *Family and Medical Leave Act (FMLA)*, *Health Insurance Portability and Accountability Act (HIPAA)*, *Genetic Information Nondiscrimination Act (GINA)* and *Occupational Health and Safety Administration (OSHA)*, require employers to maintain the confidentiality of employee medical information. These records must be stored in dedicated folders and not in employees' personnel files.



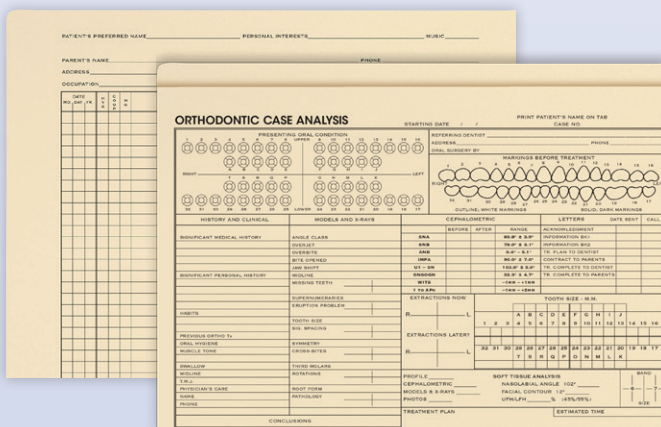
## Confidential Employee Medical Records Folder

Confidential Employee Medical Records Folders are perfect for storing required FMLA forms and for documenting accident and illness information as required by OSHA

A2211 – Standard

A3325 – Expanded Capacity

Price per pkg/25. Size: 9 3/8" x 11 1/4". Expanded: 1 1/2" expansion.



## Orthodontic Patient File Folders

Record personal data, case details and insurance information on the outside for easy access.

Item No. A1048

Price per pkg/25. Standard: 11 3/4" x 9 1/2".

# Employee Management Forms

Brought to you by ComplyRight®

## ■ What It Is:

Easy-to-use tools to assist businesses in managing employees, addressing HR challenges and maintaining government compliance — from attendance tracking to hiring and harassment training.

## ■ Who It's For:

Businesses of all sizes can benefit from these expert-developed, fully compliant tools. From performance evaluations to state-compliant job applications, we serve as a one-stop shop to make employee management easier.

## ■ Why Sell It:

Every employer faces HR and employee management challenges. To get ahead of their day-to-day responsibilities, they need smart tools. You can be a valued resource for practical, expert-developed solutions.

## ■ When to Sell:

Year-round.

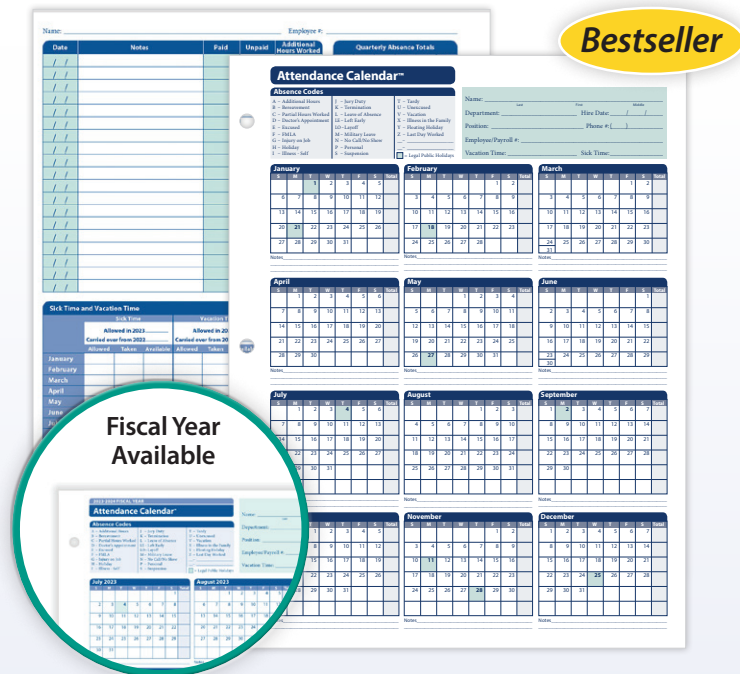
The image displays a collection of employee management forms. The forms include:

- Payroll Change Notice:** A form for updating payroll information, including fields for Date, Employee Name, Social Security #, Department, Title, and various checkboxes for changes like Add to Payroll, Change Rate, and Change Status.
- Attendance Calendar™:** A calendar grid for tracking attendance, with columns for days of the week and rows for dates. It includes an 'Absence Codes' section with a key for various codes (A, B, C, D, E, T, U, V, X, Y, Z) and fields for Name, Department, Hire Date, Position, Employee/Payroll #, and Vacation/Sick Time.
- Consecutive Employee Warning Report:** A form for documenting a warning, including fields for Employee Name, Employee #, Department, and a section for 'Type of Repetitive Violation' with checkboxes for Attendance, Carelessness, Insubordination, etc.
- First Disciplinary Report:** A form for documenting a first disciplinary action, including fields for Date of Disciplinary Report, Date and Description of Violation, and Action Taken (Warning, Final Warning, Probation, Suspension, Discharge).
- Second Disciplinary Report:** A form for documenting a second disciplinary action, similar to the first but for a second report.
- New Hire Information:** A form for collecting new hire information, including Address, Telephone #, Status (Full-Time, Part-Time, Exempt, Non-Exempt), W-4 attached?, and Rate of Pay.

Each form is designed with clear sections and checkboxes to facilitate data entry and ensure compliance.



# Attendance Tracking Tools



## Attendance Calendar™ Cards

Used by more than a million businesses, these cards are the classic way to track employee attendance and quickly spot troubling attendance patterns.

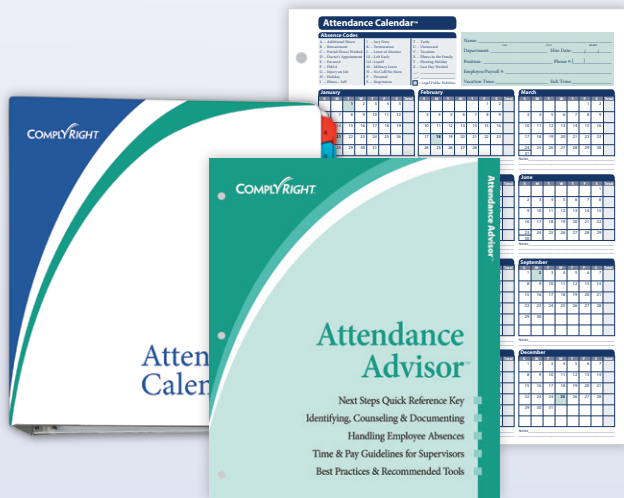
- Simple coding system for marking missed days and tardies
- Special section to record sick time and vacation days
- Plenty of room to document notes and warnings
- Made of durable card stock to withstand daily use
- Includes a ComplyRight guide to help you manage attendance the right way

**A4000W50 – Attendance Calendar\***

**A4200W5015 – Fiscal Year (July-June)\***

**A43005015 – Academic Year (August-July)\***

Price per pkg/50. Size: 8½" x 11".



## Attendance Calendar™ Card Kit

The complete attendance-tracking solution for front-line managers to document and handle all attendance issues quickly and thoroughly.

### Includes:

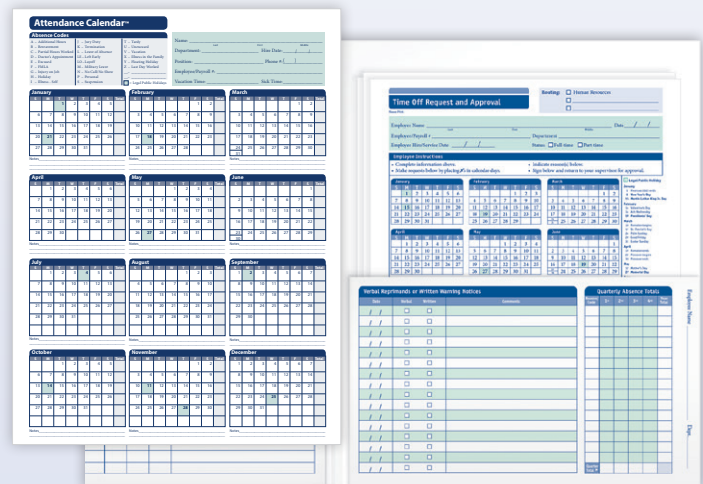
- Attendance Calendar™ Cards
- ComplyRight™ Attendance Advisor
- 1½" Binder
- Alphabetical Tabbed Dividers

**A1411W16PK25 – 25-Card Kit\***

**A1411W16PK50 – 50-Card Kit\***

**A1411W16PK100 – 100-Card Kit\***

**A1411W16PK200 – 200-Card Kit\***



## Attendance Calendar™ Folder

One simple solution pulls double duty to track and manage attendance. On the outside, mark attendance in the same easy-to-use format as the popular *Attendance Calendar card*. On the inside, store documents related to attendance.

- Dual storage pockets include space to record reprimands and warning notices
- Includes a ComplyRight guide to help you manage attendance the right way

**Item No. A3050\***

Price per pkg/25. Size: 9¾" x 11¾".

\* These items are dated products reproduced yearly.

## Attendance Tracking Tools

[illegible]

## Compact

## Standard 2-Part Carbonless

## Time Off Request and Approval

Requesting time off has never been this easy! The calendar format allows employees to clearly request dates in the upcoming months and also highlights legal public holidays. Supervisors can see the bigger picture and confidently approve time off with a 12-month overview right at their fingertips.

- Two-part carbonless form, one copy for employee, another for manager or HR department
- Employees mark their time-off requests by indicating the requested dates of the year
- Includes a ComplyRight guide to help you manage time off requests the right way

### A0030 – Standard 2-Part Carbonless\*

A0037 – Standard\*

### A0045 – Compact 2-Part Carbonless\*

Price per pkg/50. Standard: 8½" x 11", Compact: 5½" x 8½".

These dated products are reproduced yearly.

## Request for Time Off

Manage time off requests to avoid conflicts and give employees a written record. Establish a fair and efficient process with documentation for reference.

- Two-part form provides copies for the employee and manager
- Includes a ComplyRight guide to help you manage employee absences the right way

Item No. A2203

Price per pkg/50. Size: 5½" x 8½".

[illegible]

Compact

### Standard 3-Part Carbonless

## Absence Report

Use this form to simplify absence reporting and enforce company attendance policies. Provides 20 specific reasons for absences and space to add your own reasons.

- Multi-part forms provide copies for the employee, payroll and/or HR
- Includes a ComplyRight guide to help you manage employee absences the right way

## A2151 – Compact 2-Part Carbonless

### A2250 – Standard 3-Part Carbonless

Price per pkg/50. Standard: 8½" x 11", Compact: 5½" x 8½".

## Request for Time Off

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Status ☐ Full time ☐ Part time

ID number \_\_\_\_\_ Hire/anniversary date \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Title \_\_\_\_\_

Requested date(s) off \_\_\_\_\_

Time of departure \_\_\_\_\_

Time of return \_\_\_\_\_

Reason for request \_\_\_\_\_

\_\_\_\_\_

Signature of employee \_\_\_\_\_

Time off: ☐ Approved ☐ Denied

Request approved/denied by: \_\_\_\_\_

Title \_\_\_\_\_

Reason for approval or denial \_\_\_\_\_

\_\_\_\_\_

**For office use only.**

☐ Paid absence ☐ Unpaid absence

If paid, deduct from: ☐ Personal ☐ Vacation ☐ Sick ☐ Other

☐ Excused ☐ Unexcused Previous Occurrence \_\_\_\_\_

\_\_\_\_\_

Supervisor signature \_\_\_\_\_

**COMPLY BUILT**  
A Division of  
10000  
10000

**COMPLY BUILT**  
A Division of  
10000  
10000

# Employment Applications

Complies with all federal and state laws.

## State-Specific Application for Employment

Gather the job-related information you need without crossing into illegal territory. These specific applications are available for every state and the District of Columbia, and are carefully worded to include the correct language and proper legal disclosures. Each state-specific application includes the proper language and legal disclosures necessary to keep you in compliance with your state's requirements.

- Asks probing job-related questions including skills, employment history and reasons for leaving, and also details gaps in history
- Includes disclosures protecting employer from liability
- Includes a ComplyRight guide to help you screen and interview candidates the right way

Item No. A2179XX\*

Price per pkg/50. Size: 17" x 11".

\*Replace XX with your state abbreviation (e.g. A2179FL).

Contains mandatory disclosures for all 50 states.

Long Form; 4 pages

## 50-State Compliant Job Application

For businesses that operate in more than one state, these applications capture job-related information you need. They're attorney developed and carefully worded to include the correct language and proper legal disclosures required by all federal and state laws.

- Excludes criminal questions in compliance with “ban the box” laws
- Excludes salary history questions in compliance with the “salary history ban” and equal pay laws
- Includes a ComplyRight guide to help you screen and interview candidates the right way

**A0019 – Long Form**

A0374 – Short Form

Price per pkg/50. Long form: 17" x 11". Short form: 8½" x 11".



## Employee Warning Notice

Document employee violations and capture other important information, including follow-up actions, employee statements and possible consequences.

- Provides space to note relevant specifics: date, details of incident, actions and consequences
- 3-part carbonless form provides copies for the employee, supervisor and recordkeeping
- Includes a ComplyRight guide to help document violations and manage employee infractions the right way

A2191 – 3-Part Carbonless

A2191 – Standard Carbonless

Price per pkg/50. Size: 8½" x 11".

**Employee Warning Notice**

Employee Name \_\_\_\_\_ Department \_\_\_\_\_ Date of Notice \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Employee/Personnel # \_\_\_\_\_ Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_

**Type of Violation**

<input type="checkbox"/> Attendance	<input type="checkbox"/> Willful Damage to Company Property	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Tardy/Early Quit	<input type="checkbox"/> Violation of Company Policies/Procedures	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Inappropriate Behavior	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Unsatisfactory Performance	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

**Description of Violation**

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ P.  
 Description: \_\_\_\_\_

**Employee Statement**

☐ I agree with employer's statement.  
☐ I disagree with employer's description of violation for these reasons: \_\_\_\_\_

**Actions to be Taken**

☐ Warning ☐ Probation ☐ Suspension ☐ Discharge ☐ Other: \_\_\_\_\_

Consequence should incident occur again: \_\_\_\_\_

**I have read and understand this Employee Warning Notice.**

Employee's Name (Print) \_\_\_\_\_ Signature of Employee \_\_\_\_\_  
 Department \_\_\_\_\_ Signature of Supervisor/Manager \_\_\_\_\_

**Routing**

\_\_\_\_\_

COMPLYRIGHT  
 This product is designed to provide a simple and effective way to document employee infractions. It is not a substitute for legal advice and the information provided is for informational purposes only. Please consult with your legal counsel for more information. This agreement is subject to the terms and conditions of the ComplyRight system. This notice is subject to the terms and conditions of the ComplyRight system. This notice is subject to the terms and conditions of the ComplyRight system.

**Consecutive Employee Warning Report**

Employee Name \_\_\_\_\_ Employee # \_\_\_\_\_ Department \_\_\_\_\_

**Type of Disciplinary Violation**

<input type="checkbox"/> Attendance	<input type="checkbox"/> Carelessness	<input type="checkbox"/> Insubordination
<input type="checkbox"/> Tardy/Early Quit	<input type="checkbox"/> Failure to Follow Instructions	<input type="checkbox"/> Violation of Safety Rules
<input type="checkbox"/> Refusal to Engage in Customers	<input type="checkbox"/> Willful Damage to Material or Equipment	<input type="checkbox"/> Working on Personal Matters
<input type="checkbox"/> Unsatisfactory Work Quality	<input type="checkbox"/> Violation of Company Policies or Procedures	

**First Disciplinary Report**

Date of Disciplinary Report \_\_\_\_/\_\_\_\_/\_\_\_\_ Verbal ☐ Written ☐  
 Date and Description of Violation \_\_\_\_\_  
 Describe Employee Response \_\_\_\_\_  
 Action Taken: ☐ Warning ☐ Final Warning ☐ Probation ☐ Suspension ☐ Discharge  
 Describe Action Taken \_\_\_\_\_

**Second Disciplinary Report**

Date of Disciplinary Report \_\_\_\_/\_\_\_\_/\_\_\_\_ Verbal ☐ Written ☐  
 Date and Description of Violation \_\_\_\_\_  
 Describe Employee Response \_\_\_\_\_  
 Action Taken: ☐ Warning ☐ Final Warning ☐ Probation ☐ Suspension ☐ Discharge  
 Describe Action Taken \_\_\_\_\_

**Third Disciplinary Report**

Date of Disciplinary Report \_\_\_\_/\_\_\_\_/\_\_\_\_ Verbal ☐ Written ☐  
 Date and Description of Violation \_\_\_\_\_  
 Describe Employee Response \_\_\_\_\_  
 Action Taken: ☐ Warning ☐ Final Warning ☐ Probation ☐ Suspension ☐ Discharge  
 Describe Action Taken \_\_\_\_\_

EMPLOYEE'S COPY  
 EMPLOYEE'S COPY  
 EMPLOYEE'S COPY

**Bestseller**

Save time with duplicate warning slips.

## Consecutive Employee Warning Report

Document all employee infractions, especially those with multiple occurrences. Distribute written warning slips for up to three infractions and record the dates and reasons for each warning.

- Capture necessary documentation on repeat offenders and actions taken
- Includes a ComplyRight guide to help document and discipline employees the right way

Item No. A2187

Price per pkg/50. 4-Part carbonless. Size: 8½" x 11".

**Performance Appraisal**

Employee Name \_\_\_\_\_ Title \_\_\_\_\_  
 Department \_\_\_\_\_ Employee Personnel # \_\_\_\_\_

Reason for Review: ☐ Annual ☐ Promotion ☐ Peer Appraisal ☐ Unsatisfactory Performance  
☐ Merit ☐ End of Introductory Period ☐ Other: \_\_\_\_\_

Date employee began present position \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last appraisal \_\_\_\_/\_\_\_\_/\_\_\_\_ Scheduled appraisal date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructions:** Carefully evaluate employee's work performance in relation to the essential functions of the job. Check Rating box that indicates the employee's performance. Indicate N/A if not applicable. Assign points for each Rating within the Scale and write that number in the corresponding box. Points will be totaled and averaged for an overall performance score.

**Definitions of Performance Ratings**

O - Outstanding - Performance is exceptional in all areas and is responsible in being the expert to others.  
 V - Very Good - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.  
 G - Good - Competent and dependable performance. Meets the performance standards of the job.  
 I - Improvement Needed - Performance is deficient in certain areas. Improvement is necessary.  
 U - Unsatisfactory - Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.  
 N/A - Not Applicable or too soon to rate.

Performance Factors	Rating	Scale	Supportive Details or Comments
1. Quality - The extent to which an employee's work is accurate, thorough and neat.	O V G I U	100-90 80-80 70-70 60-60 Below 60	Points: _____
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O V G I U	100-90 80-80 70-70 60-60 Below 60	Points: _____
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.	O V G I U	100-90 80-80 70-70 60-60 Below 60	Points: _____
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.	O V G I U	100-90 80-80 70-70 60-60 Below 60	Points: _____
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods, and has an acceptable overall attendance record.	O V G I U	100-90 80-80 70-70 60-60 Below 60	Points: _____
6. Independence - The extent to which an employee performs work with little or no supervision.	O V G I U	100-90 80-80 70-70 60-60 Below 60	Points: _____

Rating: \_\_\_\_\_  
 Points: \_\_\_\_\_  
 Overall Performance Score: \_\_\_\_\_

Signature of Appraiser: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Performance Appraisal

Simplify the performance review process and provide employees a clear way to measure their progress.

- Uses a simple 100-point rating scale with comment areas to explain the ratings
- Includes a ComplyRight guide to help correctly conduct effective employee evaluations

Item No. A2192

Price per pkg/50. Standard: 8½" x 11".

**Payroll Change Notice**

Date \_\_\_\_\_ I.D. # \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Name \_\_\_\_\_ Title \_\_\_\_\_ Classification \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Division \_\_\_\_\_ Department \_\_\_\_\_ Shift \_\_\_\_\_

Check appropriate box:  
☐ Enter on Payroll ☐ Transfer to: (Department) \_\_\_\_\_  
☐ Change Rate ☐ Change Shift to: \_\_\_\_\_  
☐ Remove from Payroll ☐ Change Withholding Rate (complete new W-4 form)  
☐ FLSA Reclassification ☐ Change Title to: \_\_\_\_\_

Date Effective \_\_\_\_\_ Hour \_\_\_\_\_  
 Old Rate \_\_\_\_\_ Per \_\_\_\_\_  
 New Rate \_\_\_\_\_ Per \_\_\_\_\_  
 Date of Last Payroll Change \_\_\_\_\_

**Reason for Payroll Change**  
☐ Merit Increase ☐ See Performance Appraisal ☐ New Employee  
☐ Promotion ☐ Other \_\_\_\_\_

**Reason for Termination: (Please complete Exit Interview form.)**  
☐ Voluntary ☐ Discharged ☐ Laid Off ☐ Other \_\_\_\_\_

Remark: \_\_\_\_\_

Submitted By \_\_\_\_\_ Title \_\_\_\_\_  
 Approved By \_\_\_\_\_ Title \_\_\_\_\_

COMPLYRIGHT

Compact

Standard, 3-Part  
Carbonless

**Payroll/Status Change Notice**

Routing ☐ Payroll ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_  
 Effective Date of Change \_\_\_\_\_ ☐ New Hire ☐ Change ☐ Separation

Employee Name \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Employee/Payroll # \_\_\_\_\_ Dept. \_\_\_\_\_

Address \_\_\_\_\_  
 Telephone # ( ) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Status: ☐ Full-Time ☐ Part-Time ☐ Part-Time Temporary ☐ Part-Time Temporary ☐ Other \_\_\_\_\_  
☐ Exempt ☐ Non-Exempt ☐ Hourly ☐ W-4 Attached? ☐ Yes ☐ No

**Change(s) for Current Employee**

Change	From	To	Comments
<input type="checkbox"/> Address Change			
<input type="checkbox"/> Demotion			
<input type="checkbox"/> Department			
<input type="checkbox"/> FLSA Reclassification			
<input type="checkbox"/> 401(k)/403(b) Contribution			
<input type="checkbox"/> Insurance Eligibility			
<input type="checkbox"/> Change of Insurance			
<input type="checkbox"/> Layoff			
<input type="checkbox"/> Length of Service Increase			
<input type="checkbox"/> Merit Increase			
<input type="checkbox"/> End of Introductory Period			
<input type="checkbox"/> Promotion			
<input type="checkbox"/> Reevaluation of Current Job			
<input type="checkbox"/> Reduce			
<input type="checkbox"/> Resignation			
<input type="checkbox"/> Retirement			
<input type="checkbox"/> Salary/Wage			
<input type="checkbox"/> Separation			
<input type="checkbox"/> Shift Change			
<input type="checkbox"/> Transfer			
<input type="checkbox"/> Union Scale			
<input type="checkbox"/> Other			

**Leave of Absence** Begin Leave \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Return from Leave \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
☐ Educational ☐ Personal ☐ Family/Medical Leave (including Pregnancy)  
☐ Short-Term Disability ☐ Long-Term Disability ☐ Other \_\_\_\_\_

**Separation** Separation Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Last Day Worked \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Last Day Paid \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
☐ Voluntary Separation ☐ Involuntary Separation ☐ Notice of COBRA  
 Election of COBRA ☐ Yes ☐ No Start Date of Coverage \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 If yes, describe type of coverage elected: \_\_\_\_\_

**Additional Comments** \_\_\_\_\_

Employee Signature (Printed) \_\_\_\_\_ Name and Title \_\_\_\_\_  
 Supervisor/Designated Manager Signature \_\_\_\_\_ Name and Title \_\_\_\_\_  
 Human Resources/Payroll Manager Signature \_\_\_\_\_ Name and Title \_\_\_\_\_

COMPLYRIGHT

3-Part Carbonless

Standard

## Payroll Status Change Notice

Document all job and salary changes, including reclassification, transfers and promotions. List new hire information, leave of absence and separation data. Ensure employee files have updated, current payroll records.

- Carbonless form instantly provides copies for the employee, supervisor and HR's personnel files
- Includes a ComplyRight guide to help you document job and salary changes the right way

### Payroll Change Notice

A2170 – Standard, 3-Part Carbonless

A2173 – Compact, 3-Part Carbonless

Price per pkg/50. Standard: 8½" x 11", Compact: 5½" x 8½".

### Payroll/Status Change Notice

A2168 – 3-Part Carbonless

A2172 – Standard

Price per pkg/50. Standard: 8½" x 11", Compact: 5½" x 8½".

# Workplace Posters

Brought to you by ComplyRight®

## ■ What It Is:

Help businesses meet Occupational Safety and Health Act (OSHA) requirements and protect employees from workplace hazards.

## ■ Who It's For:

Everyone! By law, employers must comply with OSHA safety regulations to prevent work-related injuries and illnesses.

## ■ Why Sell It:

Provide essential posters to help businesses safeguard employees.

## ■ When to Sell:

Year-round. General safety posters are required in nearly every state.

## Understanding GHS Hazard Communication Labeling

The image displays three workplace safety posters. The first poster, titled 'CHOKING', provides four steps for assisting a choking victim: 1. Determine if the victim is choking, 2. If the victim is NOT talking, coughing or breathing, stand behind the victim and wrap your arms around their waist, 3. Pull your fist toward the victim's stomach, and 4. If the victim becomes unconscious, carefully lay the victim on his or her back. The second poster, titled 'BLOODBORNE PATHOGENS', explains the danger of bloodborne pathogens, who is at risk, how to avoid infection through universal precautions, and what is HIV/AIDS. The third poster, titled 'Understanding GHS Hazard Communication Labeling', explains that OSHA has updated the requirements for labeling of hazardous chemicals to align with the Globally Harmonized System (GHS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, and a revised label.

**CHOKING** Follow these steps for adults and children over 8 years of age who have an obstructed airway. The rescuer must be with any serious injury. Call 911 for other emergency numbers for assistance right away. Know the type of injury and the exact location of the victim. Avoid moving the victim whenever possible; bring help to him/her instead. Know where AEDs and first aid kits are kept. This information does not take the place of CPR (Cardiopulmonary Resuscitation) training. For emergency first aid and CPR training, contact your Human Resources Department, local Red Cross or American Heart Association.

- 1 Determine if the victim is choking:** Choking is recognizable when the victim cannot talk, cough or breathe. If the victim is not talking, coughing or breathing, stand behind the victim and wrap your arms around their waist, above the navel. Make a fist, grasp your fist with your other hand, and pull it toward the victim's stomach.
- 2 If the victim is NOT talking, coughing or breathing:** Stand behind the victim and wrap your arms around their waist, above the navel. Make a fist, grasp your fist with your other hand, and pull it toward the victim's stomach.
- 3 Pull your fist toward the victim's stomach:** Use quick upward and inward thrusts to dislodge the obstruction. If this should happen, call 911 immediately.
- 4 If the victim becomes unconscious:** Carefully lay the victim on his or her back. Open the airway by placing one hand on the victim's forehead and the other hand under the chin (head-tilt-chin-lift). Keep the mouth in the airway. If you see an obstruction, remove it. If you don't see anything, immediately call 911.

**BLOODBORNE PATHOGENS** Understanding and Controlling Bloodborne Infections

**The Danger of Bloodborne Pathogens** Bloodborne pathogens are organisms or viruses in human blood that can infect and cause disease. Other body fluids can also cause infection, including semen, vaginal secretions, saliva, and any other body fluid that is visibly contaminated with blood.

**Who is at Risk?** Anyone who may come in contact with blood or other bodily fluids is at risk. These individuals include anyone who may deliver first-response medical care and/or have potential blood/fluid exposure, such as health care providers, emergency-response workers, housekeeping staff, police, firefighters and lifeguards.

**How to Avoid Infection** To avoid infection and disease, practice a method called Universal Precautions, developed by the Center For Disease Control. This method assumes that all bodily fluids are potentially dangerous, and recommends the use of workplace safety precautions, as well as personal protective equipment that does not allow blood or other potentially infectious materials to pass through it to reach your work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes.

**What is HIV/AIDS?** HIV (Human Immunodeficiency Virus) is a virus that attacks the body's immune system, and can eventually cause a disease known as AIDS (Acquired Immunodeficiency Syndrome).

**How is HIV Transmitted?** Bloodborne pathogens such as HIV and HBV may be present in body fluids, primarily blood and semen. All body fluids and tissues should be regarded as potentially infectious and handled using universal precautions. HIV is primarily transmitted through sexual contact, needle sharing, and contact with contaminated blood or body fluids. It is **NOT** transmitted by touching or "casual contact".

OSHA has updated the requirements for labeling of hazardous chemicals to align with the Globally Harmonized System (GHS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, and a revised label.



# Workplace Posters

# CHOKING

**Follow these steps for adults and children over 8 years of age who have an obstructed airway:**  
The common sense with any serious injury, Call 911 or other emergency number if the existence right away. Know the type of injury and the exact location of the victim. Avoid moving the victim whenever possible, being help to further injured. Know when EMTs first aid are best. This information does not take the place of CPR/Resuscitation/Resuscitation training. For emergency first aid and CPR training, contact your Bureau Emergency Department, local Red Cross or American Heart Association.

- [illegible]

[illegible]

## BLOODBORNE PATHOGENS

## Understanding and Controlling Bloodborne Infection

- [illegible]

<b>EMERGENCY INFORMATION:</b>		<b>CPR VOLUNTEERS:</b>	
Ambulance, <b>911</b> OR _____		Name _____	Phone _____
Local Emergency Phone # _____		Name _____	Phone _____
CPR Kit Location _____		Name _____	Phone _____

The participant has been informed of the risks of this activity and has given their informed consent. The participant understands that this activity is for educational purposes only and is not intended to be used in a real emergency. The participant understands that the information provided on this form is for educational purposes only and is not intended to be used in a real emergency. The participant understands that the information provided on this form is for educational purposes only and is not intended to be used in a real emergency.

**COMPLYRIGHT**

**CPR**






**Use common sense with any serious injury.**  
 Call 911 for other emergency numbers for assistance right away. Know the type of injury and the exact location of the victim. Avoid moving the victim whenever possible, bring help to him/her instead. Know where AEDs and first aid kits are kept. This information does not take the place of CPR (Cardiopulmonary Resuscitation) training. For emergency first aid and CPR training, contact your Human Resources Department, local Red Cross or American Heart Association. These instructions are for adults only (infant and children CPR differ).

- [illegible]

OF VICTIM(S):	
<b>911 OR</b> Attribution:	Name _____ Phone: _____
Local Emergency Phone # _____	Name _____ Phone: _____
CRIS Location _____	Name _____ Phone: _____

## FIRE EXTINGUISHERS

## Handling Fire Emergencies

- # In Case of Fire – Call 911
- ## Common Types of Fires
- Know The 3 Most Common Types of Fires – and Which Extinguisher to Use
- WARNING:** It is very dangerous to use either a Class A, B or C fire extinguisher on a Class D fire. Only use one when you have been instructed as appropriate for each category.
- ## How to Use Your Extinguisher (P.A.S.S.)
- P** **Pull** the pin. This unlocks the handle and releases the extinguisher.
- A** **Aim** the nozzle (or hose) at the base of the fire. Be sure to stand back at least 3 feet.
- S** **Squeeze** the handle to release the extinguishing agent. Some extinguishers have a button to push to discharge of a lever.
- S** **Sweep** the extinguisher from side to side, aiming the nozzle (or hose) at the base of the fire until the flames appear to be out. Watch the fire area. If it re-ignites,
1. Find an extinguisher **WHERE** the closest fire extinguisher is mounted.  
2. Follow extinguisher's pre-alarms.  
Before attempting to use, feel the **handle**. If it is warm, **DO NOT** touch it – seek an alternate unit. If it is not alternate unit, transfer it to the nearest wall and get help. If the door is closed, open the door and call. Close the door behind you.  
If the room fills with smoke, drop your head and crawl, when you exit have the least chance of finding breathable air – and stand to the nearest safe exit.  
DO not use the elevator – use the stairs.
- Every fire extinguisher is labeled with standard symbols for the classes of fires they can put out. A red slash through any of the symbols tells you the extinguisher cannot be used on that class of fire. Some portable extinguishers are labeled "multipurpose" – meaning they can be used on any class of fire.
- Class A Fires.** Ordinary combustibles such as wood, cloth, rubber and many plastics.  
**Class B Fires.** Flammable liquids such as gasoline, oil, grease, oil-based paint, kerosene and flammable gas.  
**Class C Fires.** Energized electrical equipment – including wiring, fuses, circuit breakers, machinery and appliances.
- 1 2 3 4
- 
- 
- 
- 
- 

EMERGENCY INFORMATION:		CPN VOLUNTEERS:	
Ambulance: <b>911</b> OR _____		_____ Name	_____ Phone
Local Emergency Phone # _____		_____ Name	_____ Phone
CPNRA Location: _____		_____ Name	_____ Phone

## Lifesaving Posters

Communicate lifesaving techniques clearly while complying with OSHA's General Duty Clause.

### Poster Set (1 of each shown)

WR0242 – English • WR0236 – Spanish

### Individual Posters:

**Choking Poster**  
**WR0236 – English • WR1156 – Spanish**

## CPR Poster

WR0245 – English • WR1131 – Spanish

## Bloodborne Pathogens Poster

WR0233 – English • WR1150 – Spanish

## Fire Extinguisher Poster

WR0239 – English • WR0223 – Spanish

Laminated. Poster size: 18¼" x 24¼".

# Workplace Posters

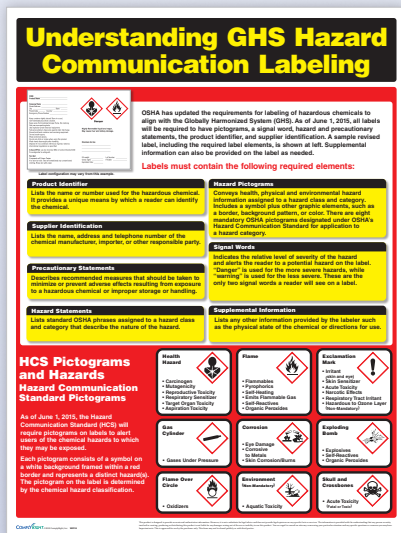


## All-in-One Safety Poster

- The American Heart Association's resuscitation guidelines
- Includes up-to-date GHS Communication Labeling and Understanding an SDS sections
- A rate of chest compressions; 100 to 120 compressions per minute
- First Aid Procedures/CPR
- Workplace Safety Rules
- Learn to Lift Safely
- Avoid Slips, Trips and Falls
- Emergency Phone Numbers
- General Safety Policy
- PPE Notice
- Understanding a Safety Data Sheet (SDS)
- Access to Medical & Exposure Records
- Employees' OSHA Rights

W0430 – English

Laminated. Poster size: 24" x 44".



## Understanding GHS Hazardous Materials Labeling Poster

HazCom labeling is easier to understand with this OSHA-compliant poster, which shows the symbols and language of the required GHS Labeling system. Protect employees from workplace danger and avoid safety violations.

- Explains labels in bold, quick-reference format
- Complies with required OSHA HazCom standards on labeling

W0720 – English

Laminated. Size: 18½" x 24¼".

# Political Products

*Gear up for the 2024 election with our political products*

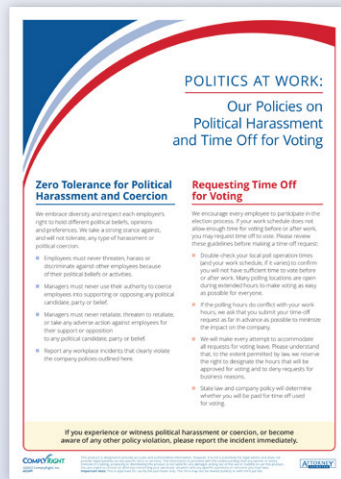
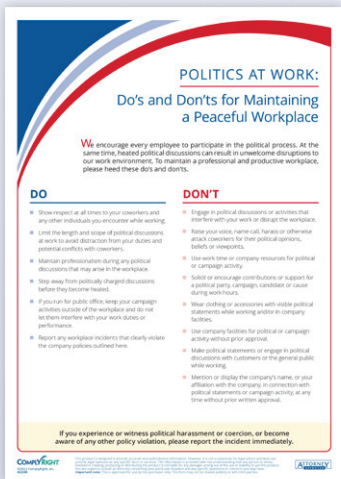
## Exercise Your Right to Vote Posters

It's important your staff knows you fully back their right to vote. Use any of these *Exercise Your Right to Vote Posters* to communicate your company's support.

Choose the message that best expresses your position and/or formal policy:

- Your Voice, Your Choice. Vote!
- Tune In, Turn Out. Go Vote!
- Register. Research. Vote.
- Your Voice Matters. Be Heard. Go Vote.
- Your Vote is Your Voice. Use It!
- Make Your Voice Count - No Excuses.

SKU: A2020



## Do's and Don'ts for Politics at Work Poster

Covers how employees should and should not handle political discussions to ensure a respectful and peaceful workplace addresses.

SKU: A2240

## Political Harassment and Time Off for Voting Poster

Addresses a zero tolerance policy for political harassment on one side and requesting timeoff to vote on the other..

SKU: A2241

## Bundle available!

The attorney-approved *Political Activities Poster Set* includes two different posters. One lets staff know the do's and don'ts for political speech and activities; the other addresses political harassment and coercion, as well as requesting time off to vote

SKU: A2244



# Complete HR Compliance Starts Here

Federal and state employment laws change frequently, creating numerous HR and employee management challenges for today's businesses. Refer to this checklist for guidance (and professional resources) on everything from recruiting to harassment prevention. ComplyRight products help businesses stay a step ahead of the regulations and fulfill compliance responsibilities.

## Compliance Checklist

- ✓ Labor Law Posters: pgs 3-7
- ✓ Employee Files & Records: pgs. 8-12
- ✓ Hiring & Performance Management: pgs. 14-17
- ✓ Compensation: pg. 18
- ✓ Workplace Posters: pgs. 20-22