

## OEWD Facility Review Checklist

- Grievance and Complaint Procedure
- Equal Opportunity is the Law
  - *OEWD Discrimination Complaint Form is available on OEWD website*
- California Law Prohibits Workplace Discrimination & Harassment
- Know Your Rights: Workplace Discrimination is illegal
- Priority of Service Poster for Veterans and their eligible spouses
- Minimum Wage Information
- Physical & programmatic accessibility, reasonable accommodations to individuals with disabilities (e.g. any postings, signages, policies and/ or alternative formats that are posted and/ or available in a way that makes it possible for members of the public to easily access them)
- Occupational Safety and Health Administration (OSHA) Information
  - *The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday, California Department of Industrial Relations - Workplace Postings*
- Alternative formats of all procedures for individuals who speak languages other than English\*
  - *According to Title 29 Code of Federal Regulations (CFR) Part 38, providers should base on the needs of the participants they serve and choose what languages/ translated materials need to be provided onsite in order to ensure that LEP individuals have meaningful access to programs and activities.*