



EMORY  
UNIVERSITY

## Equity and Civil Rights Compliance Office of Institutional Equity and Compliance

August 20, 2025

We are writing to inform identified leaders in our human resources and equal opportunity/affirmative action compliance spaces of an important update regarding revised mandatory employment notices. Please review the following information carefully and take necessary action.

### **Equal Employment Opportunity Commission (EEOC) Mandatory Workplace Poster**

According to the EEOC, “The law requires an employer to post a notice describing the Federal laws prohibiting job discrimination based on race, color, sex (including pregnancy and related conditions, sexual orientation, or transgender status), national origin, religion, age (40 and older), equal pay, disability or genetic information (including family medical history or genetic tests or services), and retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. The *“Know Your Rights: Workplace Discrimination is Illegal”* poster, prepared by the U.S. Equal Employment Opportunity Commission (EEOC), summarizes these laws and explains how employees or applicants can file a complaint if they believe that they have experienced discrimination.”

### **Actions Required**

- Download the free poster by visiting the [EEOC Website](#).
- Post the notice/poster, *“Know Your Rights: Workplace Discrimination is Illegal”* in your department or work location. These posters should be placed in a conspicuous location in the workplace where notices to applicants and employees are customarily posted. In addition to physically posting, covered employers are encouraged to post the notice digitally on their web sites in a conspicuous location.
- Read the instructions and [F.A.Qs about the revised “Know Your Rights” Poster](#).
- If you have the most recent *“ALL IN ONE”* Georgia Labor Law Posters State and Federal Combo poster posted, it should include the “Know Your Rights: Workplace Discrimination is Illegal” notice. *Please check your posters date to ensure compliance.*

If you have questions, please contact us at [decrc@emory.edu](mailto:decrc@emory.edu) (Attention: Chaneta Forts, Assistant Director, EO/AA Data Analyst).