

-EEO POSTERS-

Frequently Asked Questions

Q. Is displaying the EEO Poster optional?

A. No, failure to display the poster is a violation of State Policy.

Q. Our agency has attempted to access the online EEO Poster several times but we have been unsuccessful. We would like to display the poster as soon as possible. Can we submit a request for OEES to mail a hard copy of the EEO Poster?

A. Yes, please contact Ms. Brenda Kelly Knight, OEES, at (804) 225-2136 to have an EEO Poster mailed to your office. Please be sure to note the correct contact and address so that the poster is routed to the proper person and in a timely manner.

Q. There are field offices within our agency. Should each field office have an EEO Poster displayed?

A. Yes, each field office should have an EEO Poster(s) visible to all employees and the public.

Q. Where is the best place for our agency to display the posters?

A. Please display the EEO Posters in conspicuous locations with maximum visibility to employees and to the general public, i.e., highly frequented break room, bulletin board, high traffic hallway, etc.

Q. Is there a certain type of paper and/or paper size on which the posters should be printed?

A. The poster may be printed on paper size 8 ½" by 11", 8 ½" x 14", or 11" x 17", in font size at least 12 points or larger on regular or stock paper. Of course, the larger the paper size, the better the visibility will be for your employees. Your poster size will be limited only by your printing capability.

Q. Our agency currently posts Federal and state Labor Law posters. Are we also required to display this EEO Poster?

A. Yes, the poster should be placed alongside the posters required by the federal government.