SAMPLE MEMORANDUM

DATE:

TO:

FROM:

SUBJECT: How to Perform QR Code “Tracking to the Wall” Labor Law Poster Updates

Greetings,

This is to inform you that we have partnered with Compliance Poster Company (CPC) to be the exclusive supplier of State, Federal and Local Labor Law Posters/Peel ‘N Post updates for our organization. The most important functions of this partnership are to achieve and maintain full compliance with labor law posting responsibilities throughout our organization.

To ensure that each of our locations is fully compliant with posting requirements, we are using CPC’s QR Code “Tracking to the Wall” service to verify that any outdated labor law posters/postings have been removed from display walls and properly replaced with any updated labor law posters/postings provided for your location.

Please use this opportunity to view a short video demonstrating how to perform each step in the Tracking to the Wall process by clicking this link: <https://www.youtube.com/watch?v=S9DXsogANjY>. Please make sure that every person responsible for the upkeep of labor law posters at your location watches this video. This is the best way to prepare for any labor law poster/posting updates you receive and ensure your location is in full compliance with posting requirements in the event of an audit.

When you receive a labor law poster/posting update, please make sure to carefully follow each of the steps\* shown in the demonstration video using the QR Code to complete the verification process. This task should be completed within 5 days of receiving a labor law poster/posting update.

\*These steps are only necessary when an updated version of a specific labor law poster/posting has been provided for your location. If you do not receive a labor law poster/posting update, your existing labor law posters are still valid and should not be removed from the display wall. Please do not remove Company policies, programs, or other posted notices without authorization.

If you have any questions regarding poster updates or the QR Code Tracking to the Wall process, please contact this office.

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