

**EXECUTIVE CABINET**  
**Kentucky Commission on Human Rights**  
**(Amendment)**

**104 KAR 1:010. Posting, distribution and availability of notices and pamphlets.**

RELATES TO: KRS 344.190

STATUTORY AUTHORITY: KRS 13A.100, 344.190(14)

NECESSITY, FUNCTION, AND CONFORMITY: This administrative regulation is necessary to establish requirements for persons defined in KRS 344.010, 344.030, 344.130 and 344.367, to post, distribute and make available notices and pamphlets.

**Section 1. Equal Employment Opportunity Notices.**

- (1) An employer, employment agency, licensing agency and labor organization, shall post and maintain at its establishment equal employment opportunity notices such as the Equal Employment Opportunity Poster.
- (2) Equal employment opportunity notices shall be posted and shall be readily apparent to an employee and applicant for employment. They shall be posted:
  - (a) In easily-accessible and well-lighted places; and
  - (b) At or near each location where the employee's services are performed.
- (3) A Labor organization shall post "equal employment opportunity" notices in easily-accessible and well-lighted places. The notices shall be readily apparent to member and an applicant for membership.

**Section 2. Public Accommodations Welcome Notice.**

- (1) An owner, lessee, proprietor, or manager of a place of public accommodation, resort, or amusement, shall post and maintain at a place of public accommodation, resort or amusement welcome notices such as the Public Accommodations Poster.
- (2) Public accommodation welcome notices shall be posted where they may be readily observed by those seeking or granting any of the accommodations, advantages, facilities, or privileges of places of public accommodations, resort or amusement.

**Section 3. Equal Housing Opportunity Notices.**

- (1) A person or business entity engaged in a real estate or real estate-related transaction shall post and maintain at each location where services are regularly performed, the equal housing opportunity notices such as the Fair Housing Poster.
- (2) Equal housing opportunity notices shall be posted at each location where services are regularly performed, in an easily-accessible and well-lighted place. The notice shall be readily apparent to a person seeking services.

**Section 4. Fair Housing Law Brochure.** A person or entity engaged in real estate or real estate-related transactions shall provide to owners and customers at the time of sale, purchase, rental, insuring or financing of real property, a copy of the Fair Housing Brochure.

**Section 5. Incorporation by Reference.**

- (1) The following material is incorporated by reference:
  - (a) "Equal Employment Opportunity Poster";
  - (b) "Public Accommodations Poster";
  - (c) "Fair Housing Poster";
  - (d) "Fair Housing Brochure".
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, [at the Office of the Kentucky Commission on Human Rights, 332 West Broadway, Suite 1400, Louisville, Kentucky 40202, Monday through Friday, 8:00 a.m. to 4:30 p.m.;

or from the Kentucky Commission on Human Rights Web site at <https://kchr.ky.gov/Resources/Pages/Brochures-and-Posters.aspx>.

*RAYMOND BURSE, Commission Chair*

*CYNTHIA FOX, Executive Director*

APPROVED BY AGENCY: May 24, 2023

FILED WITH LRC: June 14, 2023 at 1:45 p.m.

**PUBLIC HEARING AND COMMENT PERIOD:** A public hearing on this administrative regulation shall be held on August 21, 2023, at 10 a.m. Eastern Time at the office of the Kentucky Commission on Human Rights, 332 W. Broadway, Louisville, Kentucky 40202. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through August 31, 2023. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

**CONTACT PERSON:** L. Joe Dunman, Staff Attorney Manager/Assistant General Counsel, Kentucky Commission on Human Rights, 332 W. Broadway, Louisville, Kentucky 40202, phone (502) 595-4024, email [joe.dunman@ky.gov](mailto:joe.dunman@ky.gov); Colt Sells, Staff Attorney II, Kentucky Commission on Human Rights, 332 W. Broadway, Louisville, Kentucky 40202, phone (502) 595-4024, email [colt.sells@ky.gov](mailto:colt.sells@ky.gov).