



HR and Compliance Quick Audit

If you can't answer every one of the questions below with a "yes" your business is unnecessarily exposed to considerable HR, compliance, and employee-related risks.

Do you know the pre-hire steps you should follow to ensure you don't hire an employee with a poor work or attendance history?

YES NO

Are you certain you have properly classified employees as exempt so that no overtime payments are required?

YES NO

Is your employee handbook up-to-date and every employee acknowledgement accounted for?

YES NO

Have you conducted compliant discrimination and harassment training of your managers?

YES NO

Have you organized your employee leave programs (ADA, FMLA, return to work, PTO, absenteeism), and communicated them to your employees?

YES NO

Are you certain that all independent contractors are properly classified?

YES NO

Do you know how to protect yourself from employee abuse of social media?

YES NO

Do you have a process designed to manage employee complaints, discipline, and terminations, including a process designed to keep you out of court?

YES NO

Identifying risks is only part of a strong HR and compliance strategy. It's critical to have access to the content, tools, and expertise to manage and mitigate them, and Mineral™ can help you do just that—before, during, and after an incident.