



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.