

**Think you don't need Human Resources?
Consider these facts...**

- ✚ *The number of Charges of Discrimination has dramatically risen since 2011.*
- ✚ *The Federal Wage & Hour Division continues to collect record fines year after year...One Child Labor Law violation can cost up to \$1,500 alone!*
- ✚ *The number of field auditors deployed by DOL is at an all-time high!*

How Compliant is Your Company
Circle Your Response

- | | | |
|---|------------|-----------|
| 1. My company has an employee handbook that is up-to-date and clearly outlines the policies and benefits of the company. | Yes | No |
| 2. Based on the number of employees currently on my payroll, my company is consistently following all the applicable federal and state employment laws and compliant pay practices. | Yes | No |
| 3. My company's employment forms and records are up to date and are legally compliant. My supervisors have been trained to consistently use forms appropriately. | Yes | No |
| 4. When candidates are interviewed I am confident that my company's employment application contains only legally acceptable questions. My supervisors follow a systematic interview procedure and ask legally compliant questions. | Yes | No |
| 5. If an employee must be terminated, I know there won't be any trouble because my company has follows non-discriminatory "pre-termination" procedures that will effectively back up the termination decision. | Yes | No |
| 6. My labor law posters are up to date and legally compliant. | Yes | No |
| 7. My supervisors know how to handle complaints of discrimination and sexual harassment. We have established policies and a complaint resolution process. Supervisors and employees have received sensitivity and discrimination prevention training. | Yes | No |
| 8. We rarely lose unemployment claims because my supervisors know how to legally and effectively document employee performance problems and do so consistently. | Yes | No |
| 9. My company has written job descriptions that accurately reflect the job and meet the FLSA guidelines. The job descriptions will help me in the event of lawsuit or Wage & Hour Audit. | Yes | No |
| 10. When it comes to performance, my employees always know where they stand because my management team provides them with accurate and timely written performance evaluations. | Yes | No |

Answering **NO** to any of these questions indicates areas of Compliance Exposure. Contact the Fourth Human Resource team to discuss ways to minimize your risk!