

**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!