

Protect Yourself Against Lawsuits

ACTION CHECKLIST

Transform Your HR Challenge

Review each of these questions and act accordingly.

1. Do I have an employee handbook?

YES: Go to next question.

NO: Contact us to create one for you.

2. Do I have an “employment at will” statement”?
3. Do I have legally required labor law posters in a prominent place?
4. Do I have a progressive discipline policy?
5. Do I document employee performance?
6. Do I train my managers in the basics of communication and handling employee concerns?
7. Do I have Employment Practices Liability insurance?