

Human Resources



Beyond Insurance

EMPLOYEE HANDBOOK REVIEW

Is your employee handbook current and up to date, or is it out of date, missing information and putting you at risk? Is your employee handbook an effective orientation tool for your employees and does it answer questions in one place or do you continue to have to deal with the distraction of repetitive independent employee questions.

Protect yourself from costly lawsuits.

In today's ever changing legal environment, it is a full time job for an employer to stay on top of policies required for inclusion in the handbook. Did you know that in some cases it is unlawful to fail to notify employees of their changing rights, and that often specific language is required by law?

A well-written handbook inspires your employees to be at their best and simplifies your cost for leadership and HR efforts. This quick review ensures the inclusion of legally required policy areas, while also considering 75+ other standard policy areas such as...

- **LEGAL COMPLIANCE**
- **PERFORMANCE EXPECTATIONS**
- **RULES OF CONDUCT**
- **EMPLOYEE BENEFITS**
- **WORKPLACE POLICIES**
- **COMPENSATION**
- **ABSENTEEISM AND TARDINESS**
- **CONFIDENTIALITY**
- **SAFETY**
- **CHAIN OF DISCIPLINE**
- **REWARDS FOR GREAT PERFORMANCE**
- **AND MANY MORE!**

It is recommended that your handbook be reviewed by a professional annually.

A partnership that delivers results.

Diversified Insurance Services has recently partnered with HRS-Human Resources Services, Inc. HRS is a well-established HR management and organizational development firm and we want YOU to reap the benefits of this partnership.

Protect yourself and your company. Ask your Diversified Representative to schedule your Employee Handbook Review today!



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