



HR Compliance

- **Employment Policy Development, Communication and Implementation.**
 - **Development of Employee Handbooks.**
 - **Development of Management Guidelines.**
 - Establish Management's voice
 - Clearly communicate company's procedures and goals without extending contractual rights to employees.
 - Sell the organization to employees
 - Boost morale
 - Save time and money
 - Meet some legal requirements
 - Avoid costly penalties and legal fees.
- **HR Efficiency and Compliance Audit.**
 - Reduces risk for costly employment-related lawsuits.
 - Focus energy on functions requiring immediate attention.
 - Ensure HR systems and procedures meet legal requirements.
 - Gives objective opinion of HR department.
- **Employee File and Forms Compliance.**
 - Ensure legally required employment documents are properly filed.
 - Avoid risk of non-compliance.