

Shift your HR and compliance from reactive to proactive

Scrambling to keep up with constantly changing regulations can cost your company time, effort and money. But how do you know where to begin? What if you miss something important?

No more playing HR and compliance catch-up

With **Guided HR Compliance**, you'll benefit from tailored HR expertise from a Dedicated HR Expert and the tools you need to be confident and proactive with HR and compliance including Workplace Harassment Prevention training and Smart Employee Handbook Plus.



GUIDED HR COMPLIANCE



Dedicated HR Expert

All of the power of Mineral legal and HR expertise led by a dedicated expert who understands the complexities of your organization. Your Dedicated HR Expert acts as an extension of your HR team through an ongoing, consultative partnership.

- Consultative partner
- Compliance audit
- Tailored action plan
- Quarterly review



Smart Employee Handbook Plus

Establish your HR foundation with a compliant employee handbook aligned to your organization's needs. Your Dedicated HR Expert will ensure your handbook is created for long term success. And as policies change, get alerts to stay compliant.

- Alerts and auto updates
- Multi-state coverage
- Spanish translation
- Employee e-signatures



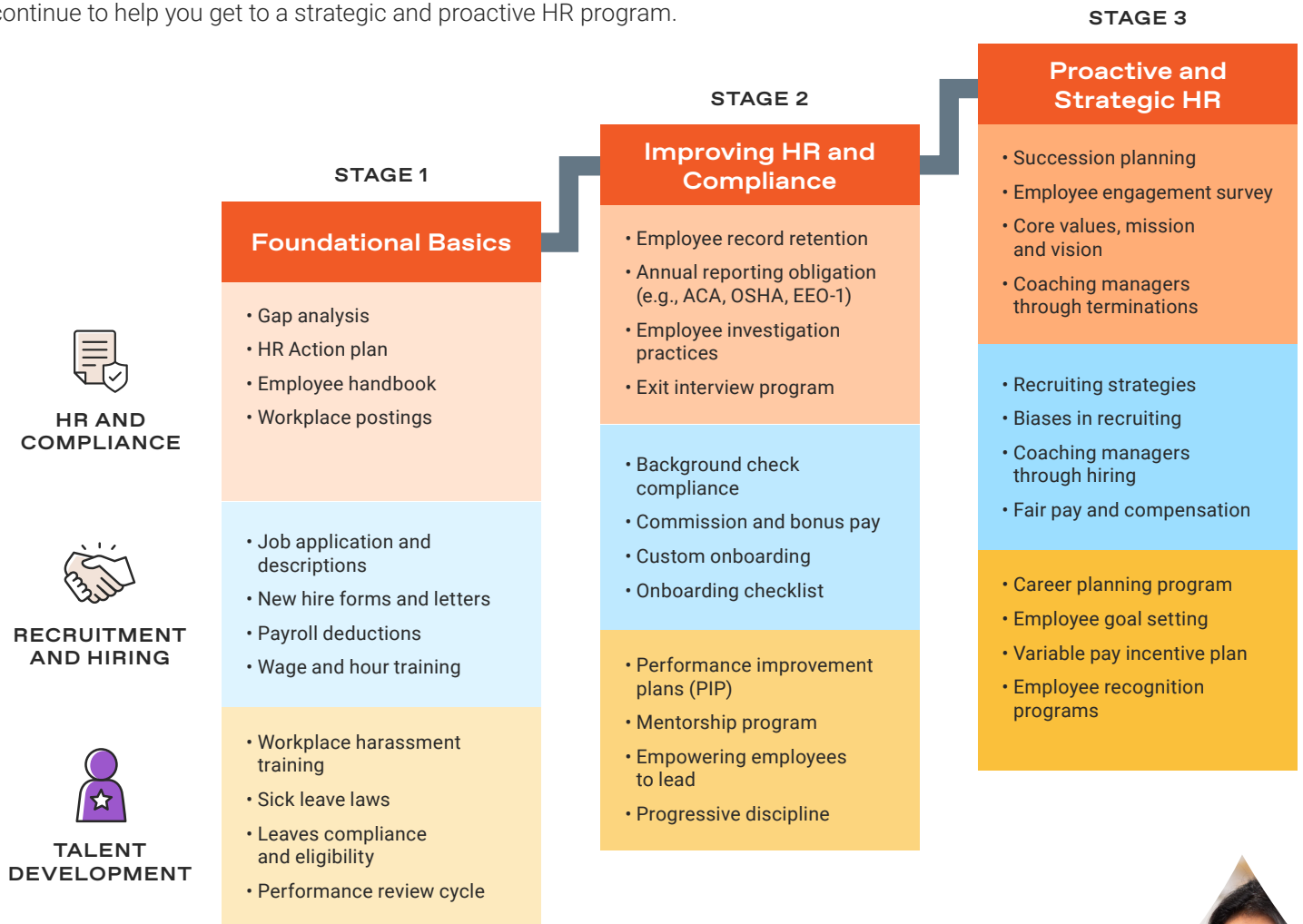
Workplace Harassment Prevention

Take proactive steps against workplace harassment with employee training. Your Dedicated HR Expert will help create an employee learning approach and support you with materials and questions, as they arise.

- Meet state training mandates
- Diversity, Equity and Inclusion courses
- Easily assign and track completions
- Course recommendations

Identify and remove your HR and compliance gaps.

Each organization is unique and your HR and compliance needs change over time. As part of Guided HR Compliance, your Dedicated HR Expert will assess your HR and compliance health, develop an action plan and provide the tools, resources and expertise needed to get on track and stay ahead. Through an ongoing partnership, your dedicated expert will help you navigate issues as they pop up and continue to help you get to a strategic and proactive HR program.



“Having Mineral feels like we have an HR expert in-house to answer our questions and keep our policies and handbooks up-to-date and in compliance. They are always prompt in responding to any questions, and the Employee Handbook tool is best in class.”

— Kitty R., Health care client

