



GUARDIAN HR

MINI HR AUDIT

1

Have your written policies and expectations (employee handbook) been legally reviewed within the last 12 months?

2

Do employees sign employment contracts, confidentiality agreements, arbitration agreements, or non-compete agreements? Have your contracts or agreements been legally reviewed?

3

Do you utilize severance agreements? Have these agreements been legally reviewed?

4

Do you have an I-9 on file for every employee? Do all your employees have accurate and up to date job descriptions?

5

Are you aware of the rules and regulations to correctly identify/classify an Independent Contractor vs an employee?

6

Are you in compliance with all anti-harassment training for employees and supervisors?

7

Do you have the most up to date forms and notices needed to administer and track a Leave of Absence?

If you answered “No” or “I don’t know” to any of these questions, your business could be at risk for an Employment Law claim.

888.373.4724



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