

If you can't answer every one of the questions below with a "yes," your business is unnecessarily exposed to considerable risk

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|------------|-----------|---|
| <b>YES</b> | <b>NO</b> | Do you know the pre-hire steps you should follow to ensure you don't hire an employee with a poor work or attendance history?           |
| <b>YES</b> | <b>NO</b> | Are you certain you have properly classified employees as exempt so that no overtime payments are required?                             |
| <b>YES</b> | <b>NO</b> | Is your employee handbook up to date and checked by an employment lawyer?   |
| <b>YES</b> | <b>NO</b> | Have you conducted discrimination and harassment training of your managers?   |
| <b>YES</b> | <b>NO</b> | Have you organized your employee leave programs (ADA, FMLA, return to work, PTO, absenteeism), and communicated them to your employees? |
| <b>YES</b> | <b>NO</b> | Are you certain that any independent contractors are properly classified?   |
| <b>YES</b> | <b>NO</b> | Do you know how to protect yourself from employee abuse of social media?  |
| <b>YES</b> | <b>NO</b> | Do you have a process to manage employee complaints, discipline, and terminations designed to keep you out of court?                    |