

HR and Compliance Solutions

with Mineral[®]



HR goes way beyond employee benefits, hiring, and firing. You've got to stay compliant with state and federal laws, maintain employee job descriptions, create up-to-date employee handbooks, and make sure everyone is properly trained.

HR and compliance are complicated, but they don't have to complicate your business. Through our partnership with Mineral, you'll be able to build a solid HR foundation for your company, stay compliant, and tackle small workplace issues before they become big ones.

Get started today. Call 800-734-6880 to learn more.

One of my favorite aspects of partnering with Mineral is the peace of mind that comes when I can verify with other HR professionals that the policy or practice we want to implement is the most effective and compliant possible. My employees are better trained and our overall legal exposure has significantly decreased.

—Shane A., Technology Services Client

From HR to Compliance, We've Got You.

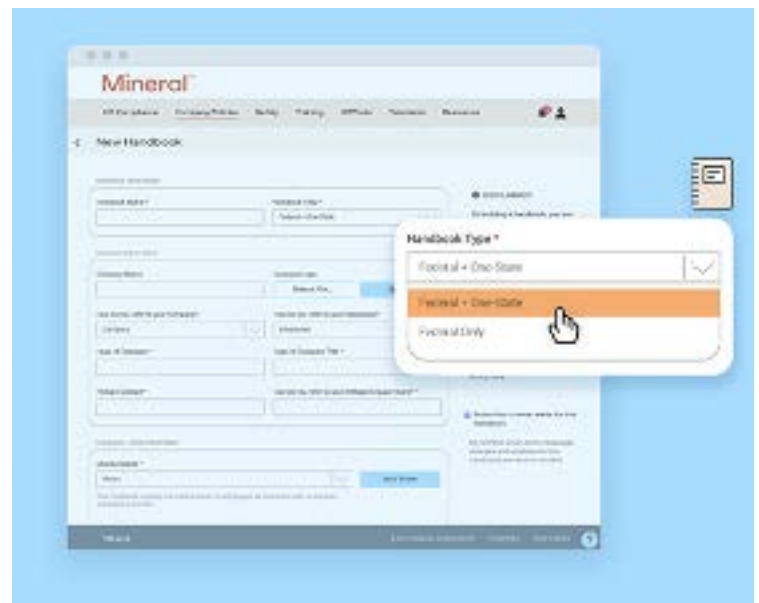
The Mineral platform has everything you need to keep your organization on track:

Smart Employee Handbook Plus Now there's a smarter way to create and manage employee handbooks.

Creating and maintaining an effective employee handbook can be a daunting task. It takes time to track and interpret new laws, update your handbook, distribute it, then do it all again the next time regulations change.

With Smart Employee Handbook Plus, simply fill out a short questionnaire to easily generate a federal and multi-state compliant handbook available for immediate download. Should laws and regulations change, we will send a notification and automatically update applicable policies in the handbook.

- + Receive timely alerts and updates
- + Stay current with the latest HR and legal employment policies
- + Build federal- and multi-state compliant handbooks with select local policies
- + Manage employee e-signatures
- + Generate a Spanish-language version to support your diverse workplace



Anonymous Reporting

Empower your employees to anonymously report workplace concerns before they become larger issues—or a liability risk. This best practices solution helps you manage and take action on reported incidents in a secure and timely manner.

- + Two-way masked Communication
- + Efficient case management
- + Incident documentation

Employee Health & Safety

Create a safe workplace and comply with safety regulations, while increasing your overall organizational health.

- + Personalized advice from a certified Mineral safety expert
- + Up-to-date safety plans, policies and practices
- + Customizable safety manual

Workplace Safety

Reduce potential hazards, accidents and liability while creating a culture of safety among your employees. Course work includes best practices on everything from personal protective equipment and ladder safety to hazardous materials, transportation and more.

- + 140+ courses
- + Interactive quizzes
- + Available in Spanish and English

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Guided HR Compliance

Manage complex challenges with confidence. A dedicated HR expert will help you create a strong foundation. Move toward strategic HR with our most popular Mineral solutions.

- + HR consultant who understands your business powered by the Mineral team of legal and HR experts
- + Complementing suite of Mineral solutions

Workplace Harassment Prevention

Take proactive steps against workplace harassment with this complete catalog of awareness training. Each course includes interactive, state-mandated topics to ensure compliance as well as Diversity, Equity and Inclusion training to help you build a strong, inclusive culture.

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

*Real People.
Really Great Service.*



PAYROLLMGT.COM

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Getting started is only
a conversation away.
Call 800-734-6880 today or
learn more at payrollmgt.com.

