

## HR Compliance Toolkit

One major component of meeting HR compliance is a well-thought-out, integrated document platform and policy set. You must know what you need, how to customize and assemble the models, what to integrate, and when to use the model. We've developed an HR compliance toolkit and document platform that we guarantee to be legally reviewed and compliant. This product is particularly useful for startups who cannot yet afford an HR professional. Our cloud-based platform includes an employee handbook, documents for each key HR module, model documents such as leave letters and termination checklist, as well as forms that are frequently updated and easily customized. We also provide hotline support from qualified HR professionals when you need to talk through an issue.

SharedHR is a management and human resources consulting firm. We offer services across the entire HR spectrum, including HR outsourcing, senior-level consulting, and HR payroll and benefits technology systems implementation. We believe in business-driven HR. We take the time to get to know each of our clients to understand their mission and how they define success. For over 30 years, privately held companies and non-profits of all sizes have partnered with SharedHR because of our technical expertise, extensive management and HR knowledge, and dedication to outstanding customer service.

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### The Complexity of Compliance

Businesses today are continually challenged by the need to abide by ever-changing compliance requirements and increased accountability. Organizations that are out of compliance risk losing time and damaging company culture, not to mention incurring staggering fines. Many organizations understand the risk but still struggle to know whether they're correctly complying with all the regulations. Often organizations don't realize just how far out of HR compliance they are until they consult an HR expert.

### Guaranteed HR Compliance

We've developed a practical HR compliance model of a series of integrated platforms to guarantee and maintain compliance. Our compliance toolkit encompasses 400 battle-tested HR documents and forms. All documents are California compliant and are covered by our errors and omissions insurance. You must know what you need, how to customize and assemble the models, what to integrate, and when to use the model. Our HR compliance toolkit and document platform is guaranteed to be legally reviewed and compliant. This product is particularly useful for startups who cannot yet afford an HR professional. Our cloud-based platform includes a comprehensive employee handbook, pre-built, customized and integrated documents for each key HR module, model documents such as leave letters and termination checklist, as well as forms that are frequently updated and easily customized. We also provide hotline support from qualified HR professionals when you need to talk through an issue.

The HR compliance platform includes model-integrated modules, documents, and forms that cover key areas of HR such as:

- Recruiting and Hiring
- Compliance and Training
- Handbooks and Policies
- Leaves of Absence and Separations
- Performance Management

### Get It Right from the Start

Now there is a way to make sense of all the noise and implement the HR basics required of all employers. With SharedHR's compliance model, we help employers set up simple, administratively efficient, and compliant systems from the start — and systematically maintain those systems so no gaps form. We do all the heavy lifting to sort through all the legal and legislative developments to make sure that your documents and forms are up-to-date and adhere to the latest regulations. It's worth it to get HR compliance right from the outset and avoid the huge costs down the road.