

**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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| YES | NO | 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? |
| YES | NO | Are you certain you have properly classified employees as exempt so that no overtime payments are required? |
| YES | NO | Is your employee handbook up to date and checked by an employment lawyer? |
| YES | NO | Have you conducted discrimination and harassment training of your managers? |
| YES | NO | Have you organized your employee leave programs (ADA, FMLA, return to work, PTO, absenteeism), and communicated them to your employees? |
| YES | NO | Are you certain that any independent contractors are properly classified? |
| YES | NO | Do you know how to protect yourself from employee abuse of social media? |
| YES | NO | Do you have a process to manage employee complaints, discipline, and terminations designed to keep you out of court? |