



RISK MANAGEMENT ESSENTIALS - CHECKLIST

In order to be successful in today's rapidly changing and litigious economy, your company should have the following risk management essentials well in place.

01: DOCUMENTATION OF ALL ESSENTIAL RELATIONSHIPS

- Employment Agreement with All Exempt Employees
- Independent Contractor Agreements
- Outsourced Labor and Contingent Worker Agreements
- Strategic Partner Agreements
- "At Will" Clause in Employee Handbook and All Offer Letters

02: PERSONNEL MANAGEMENT PROCEDURES

- Identifying Staffing Needs and Solutions
- Legal and Empowering Hiring Decisions
- Performance Evaluation and Improvement
- Compensation Management
- Discipline and Termination
- Standardized Personnel Records Keeping
- Promotion and Advancement
- Litigation Avoidance and Management
- Release and Severance Agreements
- Former Employee References

03: COMMITMENT TO COMPLIANCE MANDATES

- Statement in Job Advertisements, Application and Employee Handbook
- Training of Management and Employees to Prevent Harassment, Discrimination and Other Claims
- Hire and Accommodate Disabled Employees
- Grievance Mechanism with Ability to Complain to Non-Involved Supervisors
- Procedure for Prompt and Thorough Investigation of Employee or Agency Complaints
- Appropriate Disciplinary Procedures
- Compliance with Federal and State Posting and Handout Requirements
- Proper Classification of Exempt vs. Non-Exempt Employees
- Proper Classification of Independent Contractors
- Safety Compliance Mandates
- Procedures for Managing Family and Medical Leave Issues



04: THE BUILDING OF POWERFUL WORKPLACE RELATIONSHIPS

- The Drafting of an Employee Handbook Created in Concert by Management and the Workforce and Reviewed by an Attorney
- The Building of Trust Through Delegation, Performance Agreements, Skills Building and Character Development
- The Creation of Communication Channels Using Everything from One on One Meetings to Multimedia Applications
- The Growth of the Individual in Areas Such as Health, Stress Management, Finances, Time Management and Goal Setting
- Procedure for Managing Home-based and Remote Site Workers

05: CREATING AND PROTECTING A LEARNING ORGANIZATION

- Sharing a Clear Sense of Vision, Mission and Other “Whys” Which Drive Goals, Purpose, Performance and Profit
- Mechanisms Such as Suggestion Systems, Employee Knowledge Surveys and Feedback Loops to Tap and Apply Hidden Knowledge
- The Integration of Information Management System with Financial Systems (i.e. “Open Book Management” and “Activity Based Accounting”)
- The Identification and Protection of Proprietary Knowledge and Strategies Through Trade Secret, Non-compete, Patent, Trademark, Copyright and Licensing Agreements
- Voice-mail, Email and Internet Use and Privacy Policies
- Customer Driven Research and Development Programs

06: INSURANCE REQUIREMENTS

- Workers Compensation
- Directors and Officers Liability
- General Liability
- Employment Practices Liability
- Professional Liability
- Fiduciary Liability

07: CELEBRATION AND REWARDS

- Value Driven Compensation
- Proactive Benefits in the Area of Health and Finances
- Celebration of Passages, Be They Birthdays, the Reaching of Personal and Corporate Milestones, Hiring or Retiring