



Effective Policy, Procedure and Compliance Management as Human Resources' Defense against and Assistant with Litigation

Whitepaper
by
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The Challenge: Human Resources' role in the corporation is crucial for performing a number of functions and having up-to-date policies and being able to show that the corporation's employees have been informed of the current policies, provided with the policies with time to read and review them, and have agreed to comply with the policy.

For example, In the event of litigation, such as a suit for sexual harassment, you as the HR professional will have to prove that:

- (1) all employees and the particular offender were informed of the corporation's sexual harassment policy;
- (2) further that the policy was made available to all employees of the Corporation for their review;
- (3) that such review was done annually as a refresher of the policy and its requirements;
- (4) that you have evidence that the employee actually had reasonable review time for reviewing the policy; and
- (5) that the employee certified to the corporation that the employee would comply fully with the policy.

But how do you achieve this, especially if required to do this in a court of law?

The Solution: ComplianceBridge's TotalCompliance solution provides you as an HR professional a means to fully meet all aspects of the foregoing example. Using TotalCompliance you can establish the following:

- Your company has a current totally updated policy to prevent sexual harassment, that the policy has been updated to include all recent legal requirements.
- Your policy to prevent sexual harassment has been circulated to all employees of the corporation and that such circulation has occurred at least annually or whenever there has been a revision to the policy.
- You have evidence from the TotalCompliance solution that the employee received the policy when circulated to all employees, and that the employee down loaded the policy and spent sufficient time to review the policy.
- You have evidence from the TotalCompliance solution that employee certified that the employee had read the policy and agreed to comply fully with the policy.

With the foregoing in place you as the cognizant HR professional will be able to produce this information to the benefit, and if needed, as a defense of the corporation in any lawsuit.

Proactive solution: Of course, it would be even better to reduce litigation risks by having a solution that helps avoid policy and compliance issues, legal escalations and related financial risks in the first place. With TotalCompliance the HR professional can efficiently perform numerous functions in an effective and timely manner that ensures that HR policies and procedures get distributed, regularly updated and acknowledged by their stakeholders. It allows you manage and control key functions such as:

- (1) conducting the various steps that are needed for each new hire of the corporation, such as providing the various new hire forms to the new employee including the corporation's employee handbook, tax documents, elective forms such a health care forms and provide a record of having provided all of these to the new hire;
- (2) compiling and keeping updated information needed for various reports the corporation has to do to agencies such as the EEOC and the state EEOC equivalents (such as the Department of Fair Housing and Employment in California) as well as submitting the report to the agency;
- (3) conducting periodic circulation of policies to inform company personnel of the information covered in the policy.

In addition, a compliance management and measurement dashboard shows an instantaneous view of compliance metrics. You can display a single, consolidated view of compliance metrics, or drill down to details for every level of staffing including management, employees, contractors, and auditors. At any point in time you know who has viewed, understood and/or has accepted a specific HR policy or other critical document.

For more information about how ComplianceBridge can help Human Resources organization, please contact us at info@compliancebridge.com or call 1-800-317-2820.