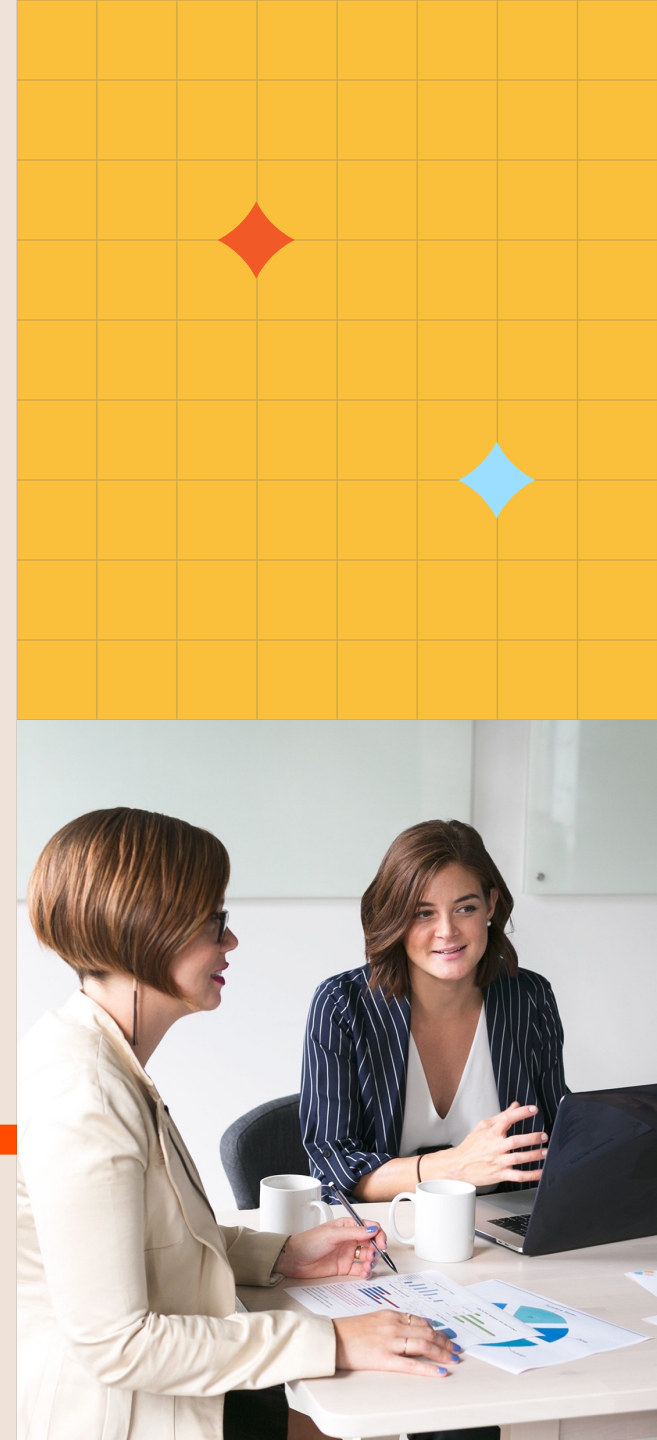


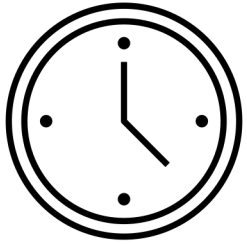
Mineral™

Guided HR Compliance

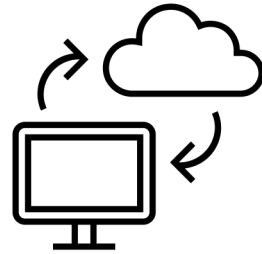


HR Challenges continue to mount for SMBs

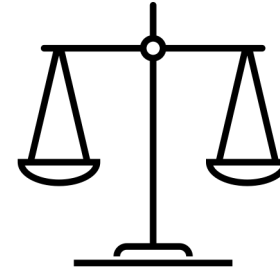
Traditional in-house HR increasingly requires more resources, costs more money and takes a greater toll on internal HR teams



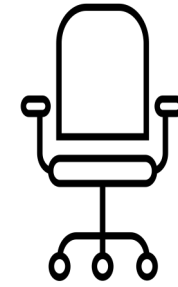
60% of respondents reported regulations negatively impacted their growth.*



HR practitioners spend an average of **300 hours a year** searching managing regulations.*



The average cost of an employment lawsuit is **\$160,000** and can take up to a year to resolve.



A single bad hire can cost **\$50,000** in lost productivity, rehiring, onboarding, and training expenses.

Guided HR represents the next evolution of HR





Introducing Guided HR Compliance

Our Solutions

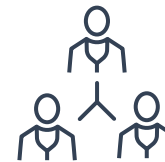
**Dedicated HR
Expert**

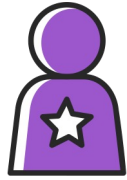


**Smart Employee
Handbook Plus**



**Workplace
Harassment
Prevention training**





Dedicated HR Expert

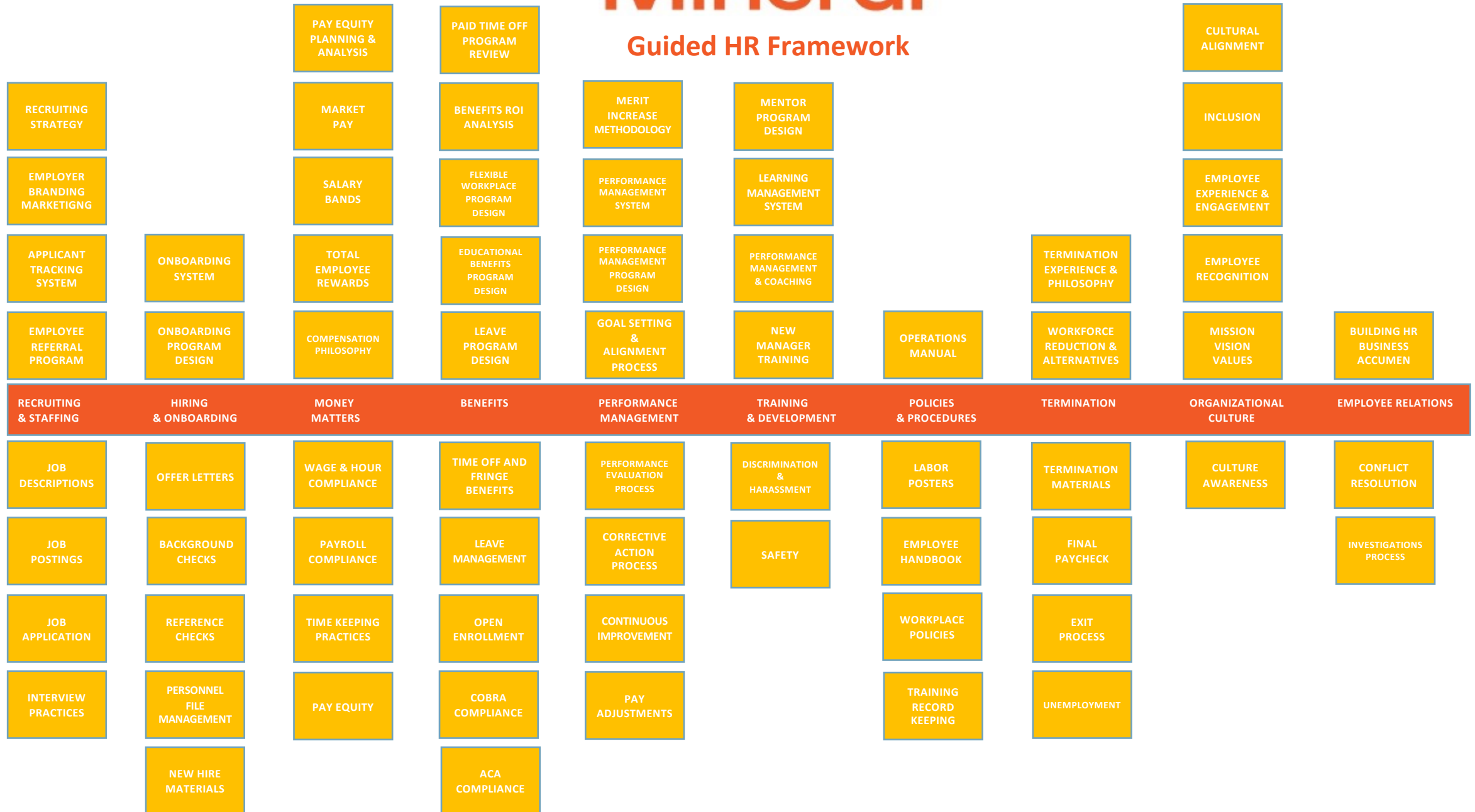
Power of the Mineral legal and HR experts, led by dedicated expert who understands your business

- Compliance audit and plan of action
- Guidance through HR and compliance
- Quarterly review for long-term partnership
- Support from foundational to strategic HR and compliance





Guided HR Framework



Get help with processes for recruitment, hiring and firing – and everything in between

Foundational Basics

- Job applications/descriptions
- New hire forms
- Payroll deductions
- Workplace harassment training
- Leaves compliance and eligibility
- Performance review

Improving HR and Compliance

- Employee record retention
- Annual reporting obligations
- Exit interview program
- Commission and bonus pay
- Onboarding checklist
- Background check compliance
- Progressive discipline

Proactive and Strategic HR

- Succession planning
- Employee engagement survey
- Values, mission and vision
- Coaching managers
- Recruiting strategies
- Bias in recruiting
- Fair pay and compensation
- Employee recognition program

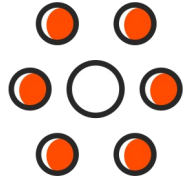


Smart Employee Handbook Plus

Foundation to HR and compliance success

- Dedicated expert creates tailored handbook
- eSignature for employee send and acknowledgement
- Create multi-state and Spanish versions
- Compliance alerts and expert guidance to keep up-to-date





Workplace Harassment Prevention

Strategy and assistance in developing a training program tailored to your organization.

- Expert recommended training curriculum
- Best practices for harassment prevention in workplace
- Evaluate hiring and other practices to align with DE&I standards
- Align to state mandates with easy assignment and tracking



Trusted expert to guide you through HR and compliance

Dedicated HR Experts partner with you to create a strong foundation and move toward strategic HR.



Profile



Company

ABC Company



Contact Name

John Smith



of Employees

100

Activities

This Quarter

Meetings with HR Expert 5

Cases 26

Phone Calls 0

Audit Date

03/09/2022

Next Audit

March 2023

Dedicated HR Expert

Shannon Latham
SPHR

Message from your HR Expert

Hi [First name],

It's been a pleasure working with you and am looking forward to finalizing the handbook soon. I look forward to our continued partnership.

Thanks,
Shannon

Action Plan Check-in

 Recruiting/Staffing

 Hiring/Onboarding

 Money Matters

 Benefits

 Performance Management

 Training/Development

 Policies/Procedures

 Termination

 Organizational Culture

 Employee Relations

Milestones



New Hire Kit
Last update: TBD
Next update: TBD



Employee Handbook
Last update: May 2022
Next update: May 2023



Job Descriptions
Last update: TBD
Next update: TBD

Accomplished

- Executive Summary and Action Plan drafted
- Handbook drafted and revised
- Discussions on vaccine verifications, volunteer background checks, and hiring minors
- New York Monitoring Notice

Working On

- Finalize Employee Handbook
- FLSA Classifications
- Job Descriptions

Up Next

- Record Filing and Retention
- I-9 Training
- New Hire Paperwork

Executive Audit Results

Mineral

HR and compliance made simple.

Guided HR Compliance: Audit Results

Company Name:

Point of Contact:

Total Number of Employees:

Company's Location:

Executive Summary

Welcome!

I'd like to formally welcome you to Mineral with Guided HR Compliance and your Dedicated HR Expert! Thank you for our first discovery conversation and for submitting the online audit. We recognize that it took a significant amount of time to give us the detailed information you did, and we appreciate it.

We are excited to partner with you to strengthen your people management processes. In a company such as yours, we know that the stronger the employee, the stronger the company. So, we applaud your efforts in investing in your people. But now comes the hard stuff.

Throughout our relationship, I will strive to understand your culture and community as well as the specific challenges you may face. With that perspective, I can offer sound advice unique to your company's needs. I am excited about the potential of how we can help shape the HR practices at your company and am looking forward to providing useful, actionable, and sustainable practices to you and your leadership team.

General Findings

Company information and background history added here.

Currently, [COMPANY NAME] has # employees in the state(s) of [STATE LOCATIONS]. [CLIENT NAME] handle(s) the human resources for [COMPANY NAME] and will serve as the primary contact for the Guided HR Compliance Program.

[COMPANY NAME] currently does not have an employee handbook. Shannon will walk [CLIENT NAME] through utilizing the handbook builder which will create a formal handbook template to start from and modify their current policies to fit the organization's expectations. The final document will be compliant with all federal and applicable regulations.

[CLIENT NAME] will work with Shannon on developing a sustainable onboarding process to support company growth with a new hire packet and onboarding steps process. This will include implementing a formal set of documents and processes to help this transition.

Mineral

[trustmineral.com](#)

1

Mineral

HR and compliance made simple.

Gap Analysis (Priorities)

Priority Areas

Based on our initial discussions and a review of your audit results and supplemental materials, the following highest-priority areas have been identified:

Employee Handbook Review: Infrastructure from the employee handbook provides the framework for the employee lifecycle and serves as a point of reference for internal employees for the Company's expectations.

FLSA Audit/Job Description: Ensuring that your employees are properly classified as either "exempt" or "non-exempt" is a critical building block to overall HR compliance. After reviewing the Fair Labor Standards Act, we can proceed to create job descriptions, which can assist with outlining each position's responsibilities.

Employee Record Filing and Retention: Equipping the company with the knowledge and processes to successfully file and retain employee-related documents compliantly and efficiently.

Draft Action Plan

Program Overview	
Initiatives	Activities Planned in Next 90 Days
Compliance: Enhancement of HR practices to better recruit, retain, and manage employees	[CLIENT NAME] will utilize the handbook builder tool in the platform to create an updated handbook template Shannon and [CLIENT NAME] will review employee handbook and update company documentation to reflect current policies and practices
Recordkeeping and Record Retention Guidelines	Shannon will review compliance and best practices with [CLIENT NAME] on retaining and maintaining personnel documentation Review I-9 completion and retention requirements Shannon will work with [CLIENT NAME] to identify areas of strengths and improvements on the company's filing practices

Mineral

[trustmineral.com](#)

3

Guided HR Compliance – Tools for your organization



Handbook Builder



Custom Job Descriptions



Harassment Prevention



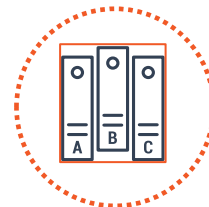
Law Alerts



New Hire Resources



HR Trainings



Law Library



Performance Tools

Our Solutions

Dedicated HR
Expert



Smart Employee
Handbook Plus



Training
Package



=

Maximized ROI



Mineral Client Testimonial

“My dedicated expert been great to work with – she understands our challenges and gives us practical right-sized solutions.” Guided HR Compliance is a huge time saver for me and my organization. As a small organization with less than 50 employees, one of the most limited resources I have is time. Mineral has taken the burden of answering many HR and compliance-related questions, as well as pairing us with a Dedicated HR Expert that helped create a compliant employee handbook that meets our unique business scenario.

- Chris Fagan, CFO & VP of Administration, Sciencenter



Guided HR Compliance