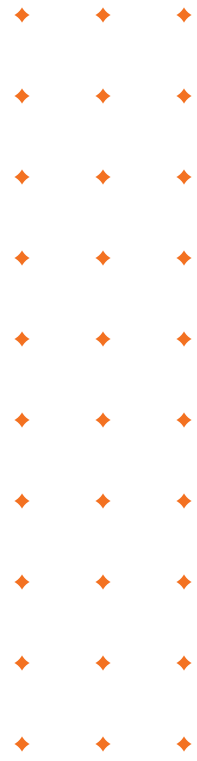

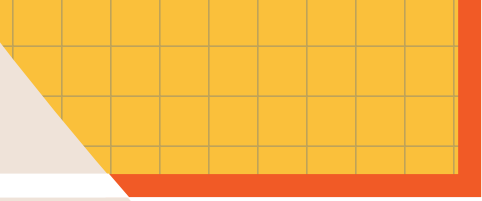


Mineral™

How to Be Proactive with Mineral™

A Step-by-Step Guide to HR and Compliance





When it comes to managing employees and complying with laws, we don't know what we don't know. That's completely understandable for a growing business because you're busy doing all the things. But we also know that constantly "putting out fires" can be stressful and time consuming.

It all starts with being **proactive**.

We show you how Mineral does all the heavy lifting to make you aware of HR and compliance issues, help you handle them, and get you prepared for the future.



Proactive [prō'aktivl]

having or showing awareness of and preparation for the future

Become Aware

Being aware of what's going on is the first step to being proactive. Here are the top blockers that make that challenging:



Federal, state, local employment laws change frequently.

This forces anyone doing human resources to not only track all those laws, but also translate them and put them into practice.



Hidden compliance.

Common workplace motions like hiring, training managers, and employee handbooks can all have deeper HR and compliance implications.



Different employee sizes, different obligations.

Once you hit certain employee numbers, laws like the federal Family and Medical Leave Act or state anti-harassment mandates may apply to you.



Lack of resources.

Good human resources management takes craft and patience. But budget constraints, lack of expertise, and not enough staff can all prevent you from being on top of everything.



Become Aware—cont'd

We asked...

growing businesses what are your **biggest challenges** in ensuring your organization is in compliance with **laws and regulations**?

Not enough expertise
in compliance
(35%)

Budget constraints
(34%)

Rapidly changing laws
and regulations
(32%)

Not enough staff
(32%)

Finding credible answers
(25%)

Not enough time
(24%)

SOURCE: MINERAL SURVEY OF 500
SMALL BUSINESS OWNERS IN THE U.S.



Become Aware—cont'd

Mineral makes being aware of what's going on a whole lot easier. Our legal analysts track, analyze, and summarize federal, state, and local laws and put them all in the **Mineral Platform™**. Here are the best places to see that:

Mineral Intelligence™

Based on your employee size and states where your employees work, you will receive automatic alerts of laws or regulations that apply to your company.



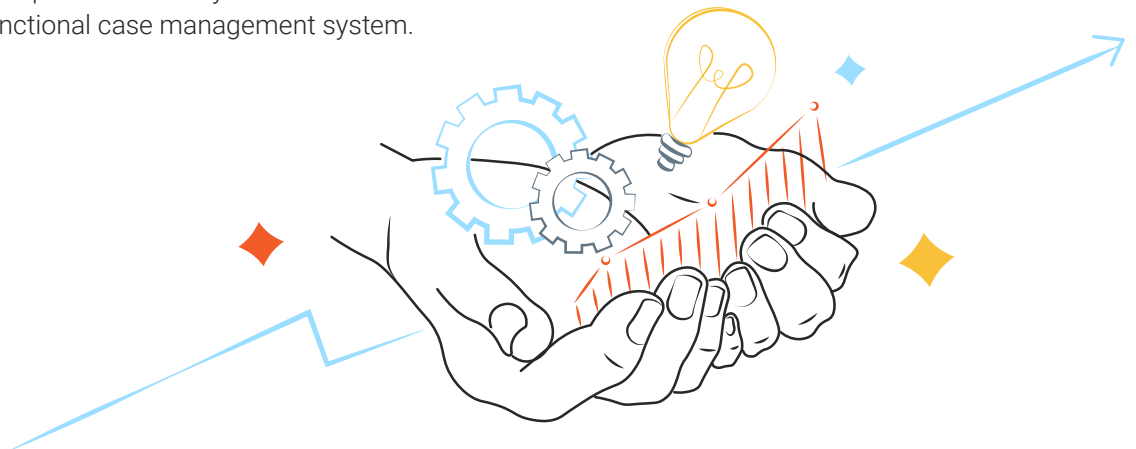
Smart Employee Handbook

When you create a handbook, you can choose to receive alerts of updated handbook language based on changes in the law and HR best practices.



Anonymous Reporting*

Enables your employees to bring workplace issues to you within a functional case management system.



** Solutions may not be available to all users. Some features require additional subscriptions.*

Become Aware—cont'd

Top 3 Benefits of Being Proactive

When asked about the potential benefits of being proactive with HR and compliance, small business owners said the following were **“very important”**:



1. Reduce risk of lawsuits and fines
2. Enjoy peace of mind
3. Improve operations and safety

SOURCE: MINERAL SURVEY OF 500 SMALL BUSINESS OWNERS IN THE U.S.



Take Action

After being aware of all the things going on, it's critical to take action on behalf of your employees and your company.

Mineral makes tackling those HR and compliance issues simpler and frankly, more enjoyable for you. **Here are the 4 steps we recommend we take together:**

1. Tackle HR and compliance basics

Simply put...

we have to make sure your company is complying with state and federal laws. There are a lot out there, and that's a big reason why we built Mineral. **Here's a good start:**



- **Identify potential HR and compliance gaps** – Our **HR Assessment** is an intuitive questionnaire that when completed, assesses your risk in everyday HR and compliance matters- with zero judgment.
- **View and tackle your compliance action items** – The **Mineral Platform**, powered by **Mineral Intelligence**, acts as a central hub that not only makes you aware of new laws, but it also creates a dedicated “to do” list for you to complete and check off.

Take Action—cont'd

2. Step up your compliance game

Once you get your footing on the basics...

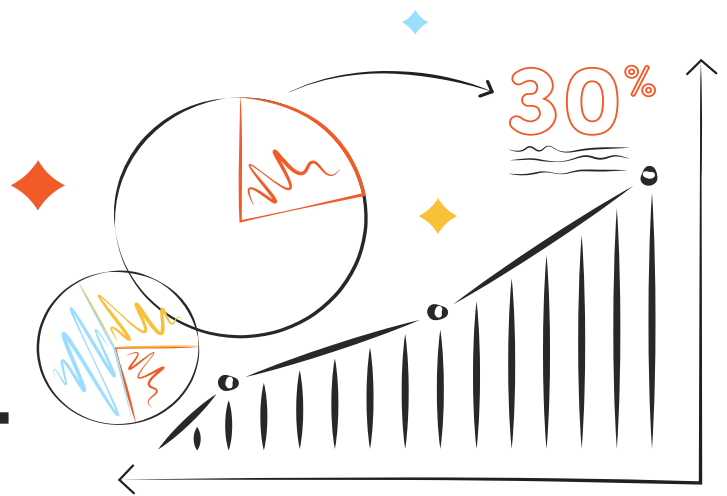
we can dig deeper into compliance issues that come up on the day-to-day. **Those are:**



- **Build an employee management foundation** – [Smart Employee Handbook](#) lets you choose from a library of policies and builds you a compliant employee handbook. As laws and regulations change, you'll receive alerts to ensure your handbook keeps up with your business.
- **Dive deeper into big issues** – [HR Compliance Library](#) is a better-than-Google database of credible, relevant how-to guides, checklists, sample documents, forms, and instructional videos in major HR and compliance topics.



Take Action—cont'd



3. Monitor your organizational health

All the HR and compliance work you do...

makes your company healthier. **Here are some ways to support your employees and promote organizational health:**



- **Support employees and managers** – If you're unsure about how to handle an employee issue, or just need a second opinion, our experts compiled answers to common HR questions in the [Q&A](#) tool.
- **Assess job value of employees** – **Salary Compare** allows you to compare any salary against the market rate of pay for any job to help ensure employees are compensated competitively.

Take Action—cont'd

4. Boost employee engagement

Having a compliant workplace...

creates a strong foundation for engaging employees to be more motivated and involved. **We highly recommend you:**



- **Teach employees valuable skills** – Along with a robust learning management system (LMS), **Learn*** offers the ability to add your own in-house training or optional courses to engage employees through learning.
- **Create a safe, inclusive workplace – Workplace Harassment Prevention*** teaches employees and managers how to identify and handle inappropriate behavior as well as promote diversity, equity and inclusion.



Sure, there's a bit of work involved with being proactive. But it doesn't have to happen overnight. We have seen first-hand how taking simple steps, day by day, improves the workplace dramatically- for you, your employees, and your company.

No matter where you are in HR and compliance, the first step is diving into the **Mineral Platform** to explore these and the many other tools at your disposal.

[Explore Mineral](#)

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About

Mineral is the HR and compliance leader for growing businesses. Through a combination of data, technology and human expertise, our proactive solutions take the guesswork out of HR and compliance, giving clients peace of mind. To learn more visit trustmineral.com.