

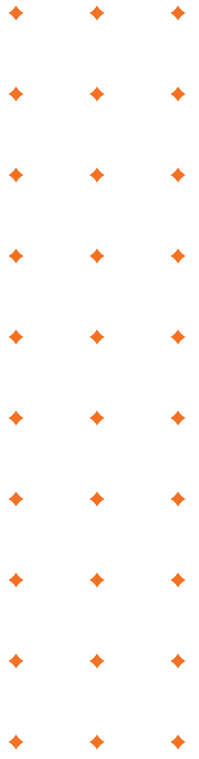
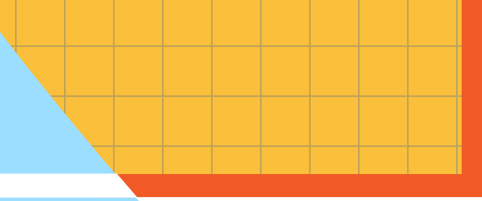
**Mineral**<sup>®</sup>

HR and compliance made simple.

# HR and Compliance Product Guide

6 Steps for HR and  
Compliance Success





Every year brings new challenges for growing businesses like yours. Mineral makes it easier by taking the guesswork out of human resources and compliance – no matter what changes.

This eBook shows what you can do to help make a compliant and supportive workplace through the many solutions you already have access to.

# 1. Keep on Top of Laws

All employers need to know when laws change and how they apply to their workplaces. But this takes time, as laws have to be tracked, analyzed, and then applied to your situation.

## HR Compliance Library

is a convenient, searchable place to answer your HR and compliance questions and keep you current on the latest laws and regulations. Use the how-to guides, checklists, sample documents, forms, and more to ensure you are following best practices and staying compliant.

## Additionally, you have Mineral Intelligence™

which sends you proactive recommendations, law alerts, and action items tailored specifically to your business.



Mineral has the answer to any question that you may have and the content library to back it up. There is information readily available, from regularly revised laws to safety class documents, that allows us to make informed decisions that protects our company while acknowledging employee rights.”

.....  
Jane V., Manno Electric, Inc.



## Top 3 Compliance Challenges of Small Business Owners



1. Not enough expertise in compliance



2. Budget constraints



3. Rapidly changing laws and regulations

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

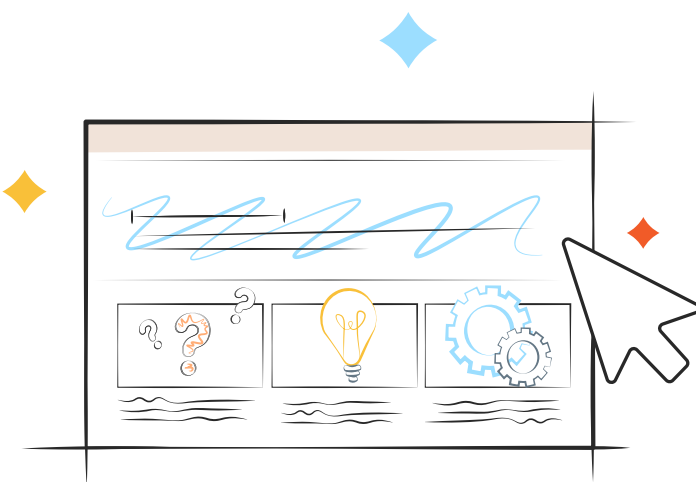
## 2. Lean on Experts

It's one thing to know what needs to be done, it's another to know how. Asking an expert helps you understand not only practical approaches to an issue, but also how to communicate them to your employees.

### Mineral Experts™

are HR-certified and can give you personalized advice about HR and compliance issues in simple terms you can actually understand.

Additionally, our Webinars and updated documents in the HR Compliance Library address relevant and upcoming issues backed by the same experts.



88% of surveyed organizations rate Mineral Experts as 4 and above out of 5 by the value it brings to their business.

SOURCE: TECHVALIDATE SURVEY OF 772 CUSTOMERS OF MINERAL



Having Mineral feels like we have an HR expert in-house to answer our questions and keep our policies and handbooks up-to-date and in compliance.”

.....  
Kitty R., Texoma Health Foundation

# 3. Be Smart About Handbooks

Often after making a big update to your handbook, something changes. With a fast-changing workplace, you will need help to keep on top of those changes.

## Smart Employee Handbook™

is your go-to tool for creating and maintaining federal and single state employee handbooks. Whenever applicable laws and regulations change, you'll receive proactive alerts with updated language to incorporate into your handbook.



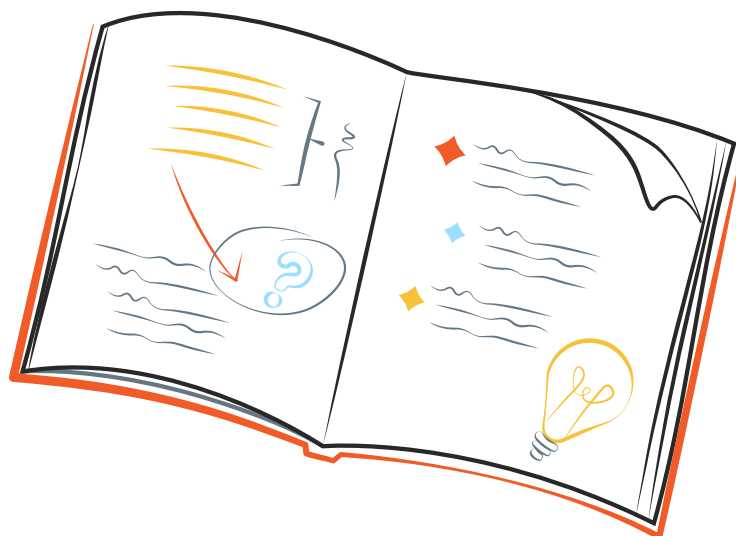
We are finalizing our very first Employee Handbook and I feel very confident in our compliance for the first time. I am thrilled to know I always have a good reference for any forms or policies I may need."

.....  
Rachel K., Cardinal Tracking

## Smart Employee Handbook Plus™

A premium upgrade that does the same things, but for multiple states where you have employees. It also features send, acknowledgment, and Spanish language capabilities.

Explore



# 4. Train Your Employees

Teaching employees new ideas about how to act and think in the workplace is a powerful way to make them feel engaged. To do that, you need a training system.

## Learn (LMS)

is our learning management system where you can manage all of your employee's training needs in a single location. Easily assign, track and schedule employee training to keep your employees aligned, educated and engaged.

Get started by adding your own in-house training and add optional premium course upgrades to enrich and expand your curriculum. Topics range from leadership development to HR basics.

## Workplace Harassment Prevention

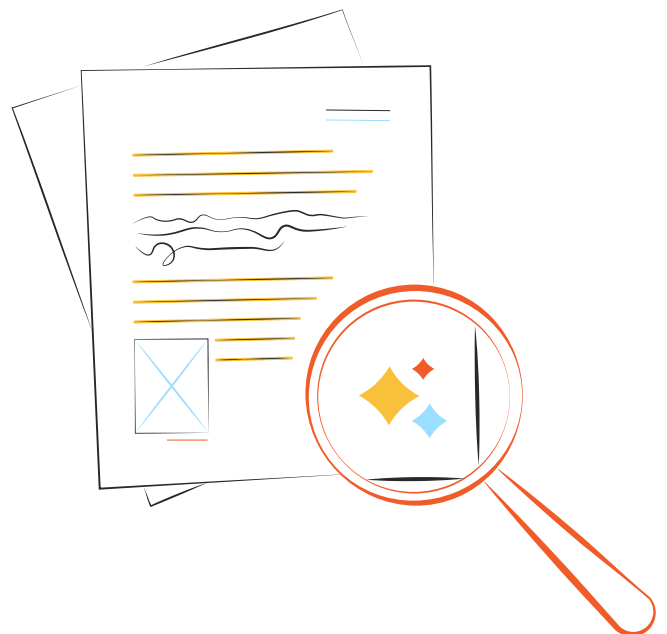
**Stay compliant with state-mandated workplace harassment prevention training requirements with our interactive e-learning courses, including Diversity, Equity and Inclusion topics. Easily assign courses and track employee completions to ensure compliance.**

Contact Sales



Mineral saves me countless hours on creating and delivering training content to our employees. Without the extensive library of training courses and templates, I'd have to develop the content myself, which would strain my bandwidth."

.....  
Shannon K., ProSciento



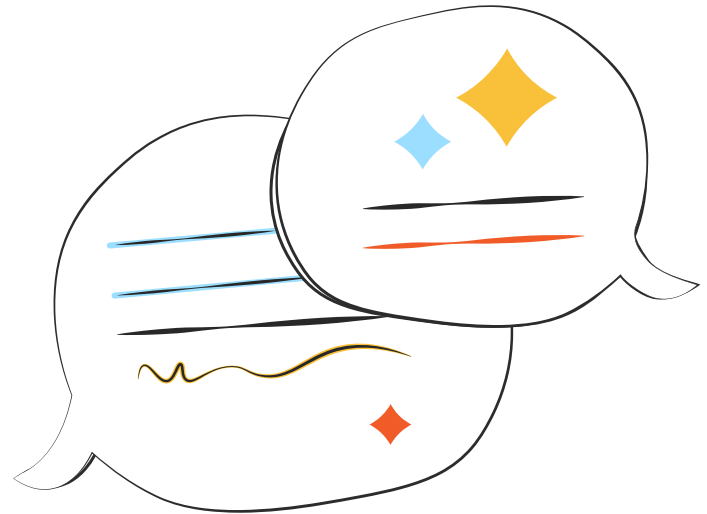
# 5. Connect with Employees

Employees don't always know when or if they should bring up workplace issues to their employers. In turn, that lack of connection prevents you from making a plan to solve a potentially serious incident.



## Research Shows

that 28% of employees aren't comfortable bringing up issues directly to their employers. Instead, they prefer anonymity.



## Anonymous Reporting

Empower your employees to report workplace concerns before they become large issues – or worse, a liability risk – using Anonymous Reporting. Once an employee reports an issue, you're able to take action in a secure and timely manner and update employees on their report status.

[Explore](#)

# 6. Be Proactive in 2023

Start the year off right. With Mineral, you can take control of your HR and compliance in five easy steps.



## 1. Become Aware of What Changes

Mineral Intelligence™



## 2. Tackle HR and Compliance Basics

HR Assessment



## 3. Step Up Your Compliance Game

Smart Employee Handbook



## 4. Monitor Your Organizational Health

Q&A Tool



## 5. Boost Employee Engagement

Learn (LMS)

[Explore Mineral](#)

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





# 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](https://trustmineral.com).