



FOR CLIENTS

Mineral Intelligence™: Proactive HR & compliance guidance

The power behind the Mineral Platform™

Mineral[®]
HR and compliance made simple.

With Mineral Intelligence, businesses stay ahead of compliance.

Every small to medium-sized business wants to be equipped to handle new challenges as each new situation arises. When it comes to the ever-changing and complex HR and compliance landscape, it's difficult to keep up – and run a business all at the same time.

That's where Mineral Intelligence makes the difference:

its concise and targeted guidance helps you prepare for upcoming HR compliance challenges. The bottom line: through the power of Mineral Intelligence, you can shift from reacting to new HR and compliance changes to becoming proactive and in control.

Your business challenges

Surprises: No business wants to react to surprises – but rather proactively act before a new HR and compliance situation arises.

Competing demands: It takes time to sift through and understand your compliance obligations under the many federal and state laws – all while running a business.

Lack of HR expertise: Compliance requirements are difficult to interpret and distill into necessary company actions.

Business risk: When compliance obligations are missed, it can result in unexpected costs and time to resolve, posing risk to the company.

How Mineral Intelligence works

➤ **Business growth:** As your business grows or changes and you update the online profile on the Mineral Platform, Mineral Intelligence immediately displays critical laws that now apply.

Proactive compliance alerts: As key laws or near-term compliance changes, Mineral Intelligence sends you the regulatory insights that are relevant to your business – through email and Mineral Platform notifications.

Dashboards: Intuitive and personalized dashboards help you quickly visualize near-future compliance obligations.

➤ **Key and relevant laws:** Only those HR-related related laws and compliance insights relevant to your business are presented on the Mineral Platform. You can also browse the Mineral Compliance Library* for additional laws and other helpful content.

➤ **Clear targeted guidance:** Based on your employee count and locations, Mineral Intelligence provides just those HR and compliance insights you need. These insights contain distilled summaries and bite-sized action items so that you can interpret your requirements and quickly take action.

To-Do lists*: Through Mineral Intelligence, the right tasks and resources are recommended providing quick guidance on what to do next.

➤ **Reduced risk:** Mineral Intelligence's timely and targeted guidance provides clear and proactive action items to reduce risk and unexpected costs to your business.

*Available through Mineral Essentials and Mineral Basics

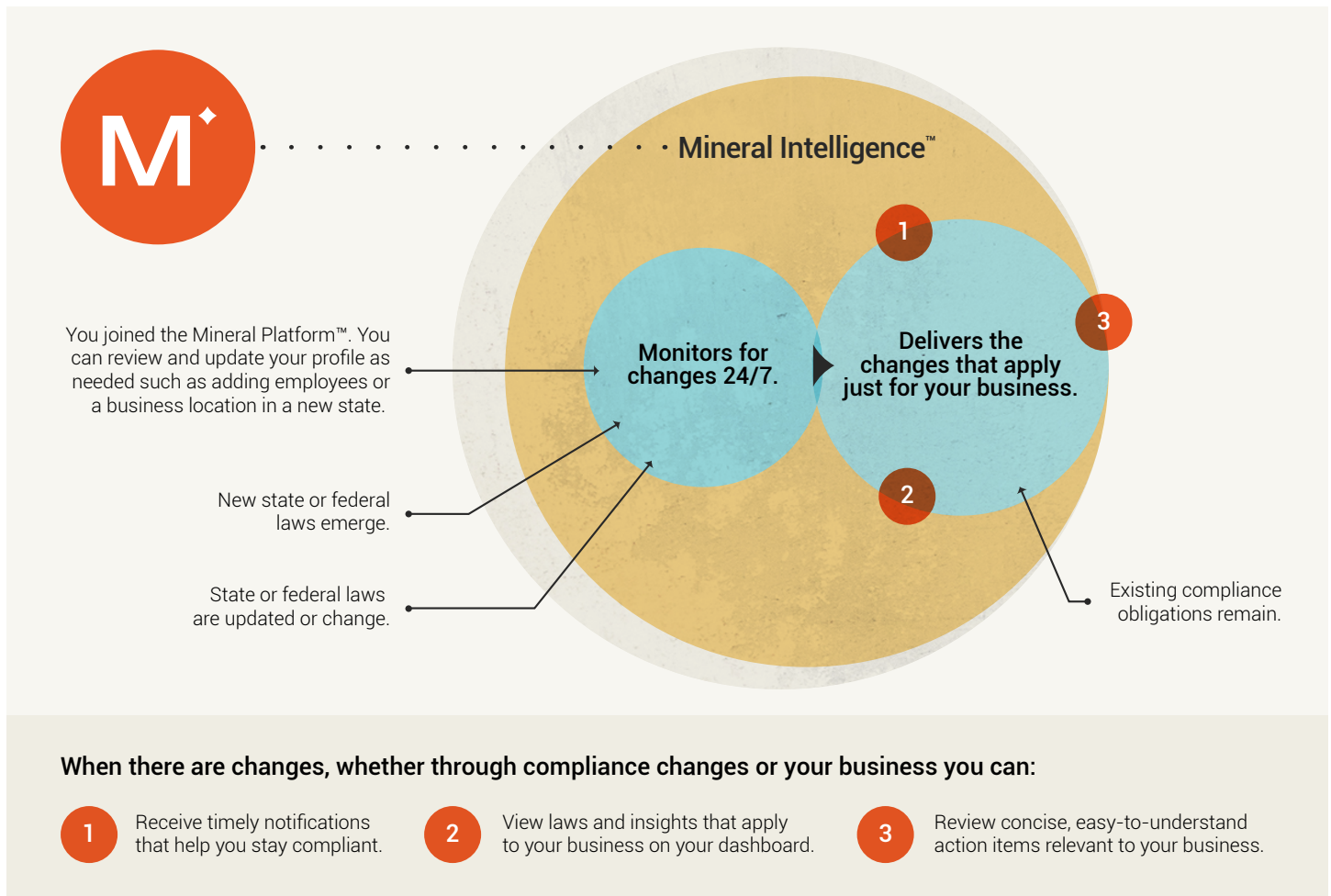
How Mineral Intelligence works:

Mineral Intelligence works as an integral part of the Mineral Platform, sending you proactive notifications as your business data changes.

It combines data and technology — and the guidance from certified legal and HR teams — then presents personalized messages with concise actions so you know the exact next steps to take.

Mineral Intelligence:

- Integrates with Mineral Platform and products
- Monitors over 3,000 federal and state pieces of legislation each year
- Leverages a robust HR Compliance Library that contains over 3,000 laws, guides, resources, and documents to help upscale your compliance knowledge*
- Continuously monitors for any changes you make to your business profile
- Works with Mineral Platform Law Alerts to make sure you're updated when laws change or are updated
- Points to the relevant law pages on the Mineral Platform
- Provides bite-sized compliance action items and a to-do list so you can easily organize and tackle your compliance obligations
- Provides "New to State" insights when a new state is added to your company profile so you can get a quick understanding of what you need to keep in mind as you do business in the new state
- Shows, through a dashboard, any upcoming obligations based on potential changes to your business profile and data
- Accesses content that is continuously updated by Mineral Experts™



*Available through Mineral Essentials and Mineral Basics

It's all about receiving the best content and guidance.

More businesses today are interested in harnessing intelligent technologies, and Mineral Intelligence delivers.

What truly sets Mineral Intelligence apart is the deep wisdom of Mineral's exceptional HR and legal experts: they provide that very essential human insight, curating and creating each piece of content that Mineral Intelligence identifies and leverages for your business. For example, our experts identify what is needed if your business ever expands to a new state including hiring,

terminating, and note-worthy laws unique to the state. Mineral Intelligence delivers that information to you when you need it.

At Mineral, our whole goal is to provide your business with the best HR and compliance guidance possible — and it always starts with our team's deep practical expertise and advice.

The dashboard features a navigation bar with categories: HR Compliance, Company Policies, Safety, Training, HR Tools, Templates, and Resources. A search bar is located at the top right. The main content area is titled 'Joe's Burger Shack' with a company ID of 2384882. A key message states: 'At 6 total employees, explore the federal regulations that may apply to your company.' Below this is a horizontal bar chart showing the employee count (6) relative to various federal regulations. The regulations and their thresholds are: OSHA Recordkeeping (11+), EEO (14+), PWWA (15+), ADEA (20+), COBRA (20+), ACA (50+), FMLA (50+), EEO-1 Reporting (100+), and WARN (100+). A 'Federal' dropdown menu is visible. An 'About this data' section explains that applicable regulations are based on the company profile. A 'Welcome Insights Overview' panel for July 28, 2023, includes a 'Welcome, Joe!' message and company information: 'Your current total employee count is 6' and 'Your company has locations in: California'. A 'Laws that may now apply to your company:' section lists California-specific regulations such as 'Hiring employees in California: New State', 'Terminating employees in California: New State', 'Bereavement Leave: Applies at 5 employees', 'California Family Rights Act: Applies at 5 employees', 'Equal Employment: Applies at 5 employees', 'Harassment Prevention Training: Applies at 5 employees', 'Mini-COBRA: Applies at 2 employees', and 'Pregnancy Disability Leave and Accommodations: Applies at 5 employees'.

The above dashboard displays Federal regulations that may soon apply to a specific business as it increases in employee count.

MINERAL INTELLIGENCE SUMMARY BENEFITS

Because Mineral Intelligence keeps track of changes 24/7 and sends proactive notifications that are personalized to your business, **you are better able to:**



Keep up with the challenges and complexities of HR and compliance



Save time spent on compliance research



Improve HR practices to positively impact hiring and retention of strong talent



Lower business risk

Your Latest Compliance Updates

Law Alerts State Laws ^{NEW} Federal Laws

Federal Law Alert

North Carolina

Oregon

Washington

Effective Date March 20, 2024

Federal: FCRA Summary Updated

On March 20, 2023, the Consumer Financial Protection Bureau (CFPB) issued a final rule which, among other things, updates their [Summary of Your Rights Under the Fair Credit Reporting Act \(FCRA\)](#) and replaces the 2018 version. The summary details the major rights guaranteed under the act. For instance, employers that use a credit report to deny employment must provide the applicant with the name, address, and phone number of the agency that provided the credit report information. The final rule also makes non-substantive changes to the act to include removing outdated business references.

The final rule is effective April 19, 2023, but the mandatory compliance date is March 20, 2024.

[More Details](#) [View all 228 Federal Law Alerts](#)

OSHA Recordkeeping

Employers with 11 or more employees at any time during the previous calendar year are covered by OSHA's routine recordkeeping requirements unless they qualify for an exemption as part of OSHA's low-risk industry list. In short, covered employers are required to document each OSHA-recordable injury or illness individually, record each applicable injury or illness on an aggregate log, and post a summary of the previous year's recordable injuries and illnesses in the workplace by February 1 of each year.

Action Items

- Determine if OSHA recordkeeping applies:** Cross reference the first four digits of your North American Industry Classification System (NAICS) code with OSHA's List of Partially Exempt Industries to determine if you are exempt from OSHA's recordkeeping requirements
- Review OSHA recordkeeping requirements:** [Read the Federal OSHA and Workplace Safety page for additional details](#)
- If you are not exempt:** Review, plan, and follow OSHA's routine recordkeeping requirements

[Add to To-Do List](#)

When expanding to a new state, Mineral Intelligence provides applicable information and action items.

Get ahead of the compliance curve.

Mineral Intelligence brings data, technology and human expertise together to help you tackle HR and compliance challenges and is included in the Mineral Platform. At Mineral, we take the guesswork out of HR and compliance.

To learn more, visit trustmineral.com.

About Mineral

Trusted by more than 1 million companies, Mineral combines data, technology, and human expertise to take the guesswork out of HR and compliance. Partnering with insurance brokers, PEOs and HCMs, Mineral has built the largest HR community in the U.S. Mineral was formerly known as ThinkHR and Mammoth. Learn more: trustmineral.com. ©2023 Mineral, Inc. Brochure-Mineral-Intelligence-Clients-BB-20231114