Mineral™

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HR and Compliance Just Got Waaay Easier.

HR and compliance is complicated—but it doesn't have to be. At Mineral, we've made it our mission to take the guesswork out of HR and compliance so you can manage workplace challenges with confidence. From expert guidance and resources to proactive alerts, we're your one-stop ticket to a healthier organization.

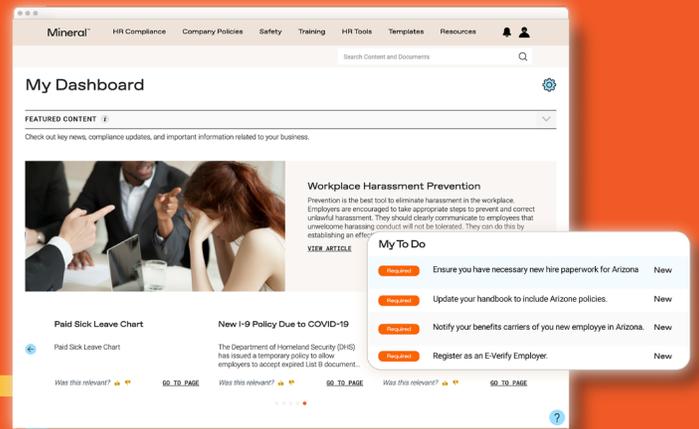## You've got HR and compliance questions. Mineral has answers.

Mineral Platform™

Powered by an innovative mix of data, technology and human expertise, Mineral Platform offers everything you need to keep your organization on track.

- Smart Employee Handbook
- HR Compliance Library
- Proactive To-Dos
- Learn: Employee Training Courses
- Job Description Library
- Salary Compare
- Compliance Calendar
- HR Assessment
- Benefits Document Creator
- OSHA Log
  ...and so much more!

Mineral Intelligence™

If it seems like federal and state employment regulations are constantly changing, that's because they are. Mineral Intelligence keeps you ahead of the compliance curve with proactive notifications and tangible action items that are tailored to your business.

Mineral Experts™

Whether you need guidance on a challenging workplace situation or help deciphering some complex legalese, our experienced advisors are here to support you. Connect through the Mineral Platform or phone for the answers you need, right when you need them.

- Get trusted guidance from a certified HR expert who will answer your questions in terms you can actually understand.

- With an average 18 years of HR and compliance experience, Mineral Experts bring deep expertise in employment law, benefits, compensation and employee relations to your business.

- Serving more than 500,000 small- and medium-sized businesses across the country, Mineral Experts have helped clients resolve over 1 million challenges.

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Get even more out of Mineral.

Our solutions empower you to tackle even the most complex HR and compliance challenges.

Smart Employee Handbook Plus

This revved-up version of our Smart Employee Handbook also allows you to create a multi-state compliant handbook, collect employee e-signatures and provide a Spanish language version to support your diverse workforce.

Workplace Safety

Reduce potential hazards, accidents and liability while creating a culture of safety among your employees. Course work includes best practices on everything from personal protective equipment and ladder safety to hazardous materials, transportation and more.

Some solutions may require an additional subscription.

Workplace Harassment Prevention

Take proactive steps against workplace harassment with this complete catalog of awareness training. Each course includes interactive state-mandated topics to ensure compliance as well as Diversity, Equity and Inclusion training to help you build a strong, inclusive culture.

Anonymous Reporting

Empower your employees to anonymously report workplace concerns before they become larger issues—or a liability risk. This best-practices solution helps you manage and take action on reported incidents in a secure and timely manner.

Have questions? Please let us know!

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Shift your HR and compliance from reactive to proactive

Scrambling to keep up with constantly changing regulations can cost your company time, effort and money. But how do you know where to begin? What if you miss something important?

No more playing HR and compliance catch-up

With **Guided HR Compliance**, you'll benefit from tailored HR expertise from a Dedicated HR Expert and the tools you need to be confident and proactive with HR and compliance including Workplace Harassment Prevention training and Smart Employee Handbook Plus.

GUIDED HR COMPLIANCE

Dedicated HR Expert

All of the power of Mineral legal and HR expertise led by a dedicated expert who understands the complexities of your organization. Your Dedicated HR Expert acts as an extension of your HR team through an ongoing, consultative partnership.

- Consultative partner
- Compliance audit
- Tailored action plan
- Quarterly review

Smart Employee Handbook Plus

Establish your HR foundation with a compliant employee handbook aligned to your organization's needs. Your Dedicated HR Expert will ensure your handbook is created for long term success. And as policies change, get alerts to stay compliant.

- Alerts and auto updates
- Multi-state coverage
- Spanish translation
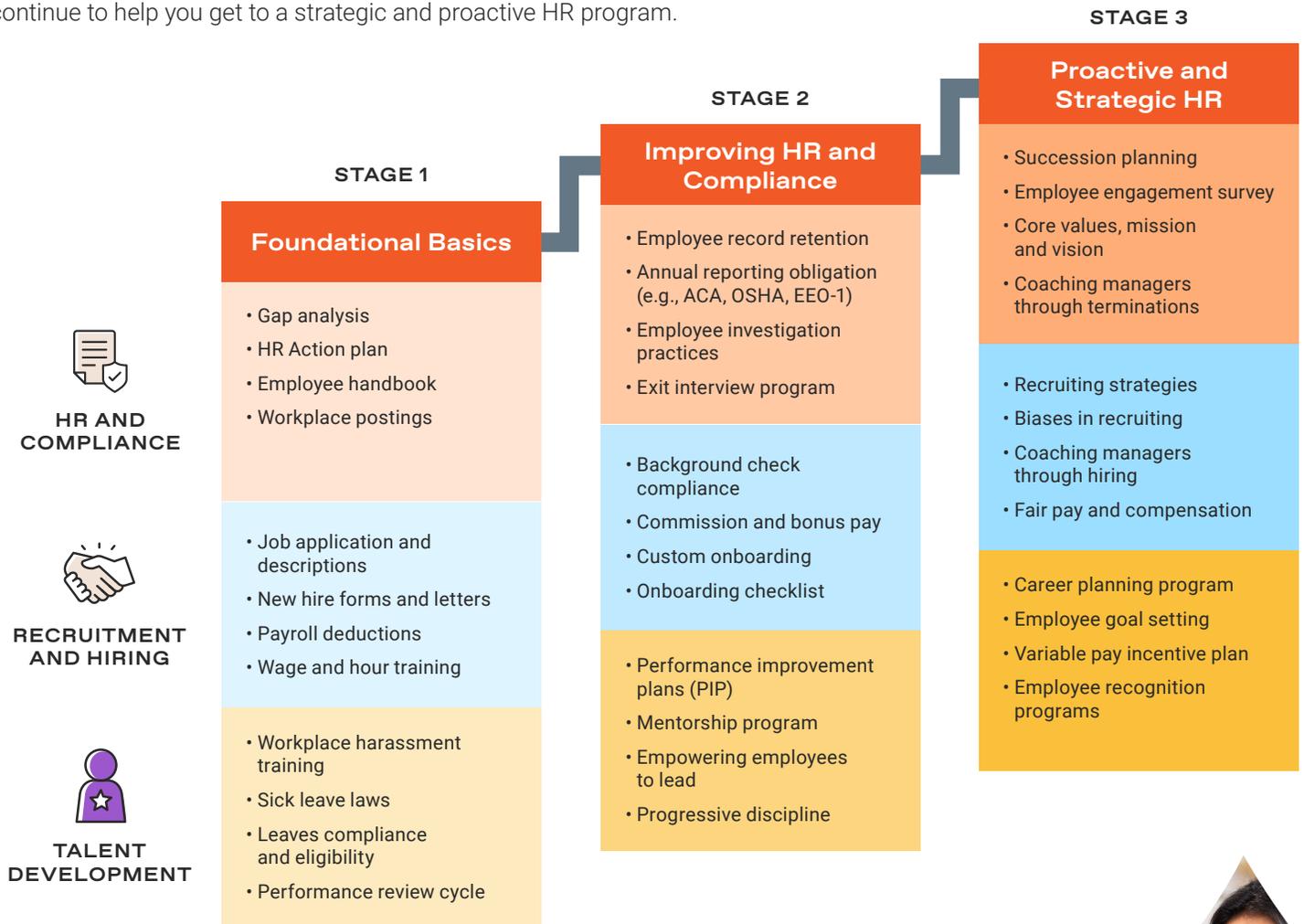- Employee e-signatures

Workplace Harassment Prevention

Take proactive steps against workplace harassment with employee training. Your Dedicated HR Expert will help create an employee learning approach and support you with materials and questions, as they arise.

- Meet state training mandates
- Diversity, Equity and Inclusion courses
- Easily assign and track completions
- Course recommendations

Identify and remove your HR and compliance gaps.

Each organization is unique and your HR and compliance needs change over time. As part of Guided HR Compliance, your Dedicated HR Expert will assess your HR and compliance health, develop an action plan and provide the tools, resources and expertise needed to get on track and stay ahead. Through an ongoing partnership, your dedicated expert will help you navigate issues as they pop up and continue to help you get to a strategic and proactive HR program.

STAGE 3

Proactive and Strategic HR

- Succession planning
- Employee engagement survey
- Core values, mission and vision
- Coaching managers through terminations

- Recruiting strategies
- Biases in recruiting
- Coaching managers through hiring
- Fair pay and compensation

- Career planning program
- Employee goal setting
- Variable pay incentive plan
- Employee recognition programs

STAGE 2

Improving HR and Compliance

- Employee record retention
- Annual reporting obligation (e.g., ACA, OSHA, EEO-1)
- Employee investigation practices
- Exit interview program

- Background check compliance
- Commission and bonus pay
- Custom onboarding
- Onboarding checklist

- Performance improvement plans (PIP)
- Mentorship program
- Empowering employees to lead
- Progressive discipline

STAGE 1

Foundational Basics

- Gap analysis
- HR Action plan
- Employee handbook
- Workplace postings

- Job application and descriptions
- New hire forms and letters
- Payroll deductions
- Wage and hour training

- Workplace harassment training
- Sick leave laws
- Leaves compliance and eligibility
- Performance review cycle

HR AND COMPLIANCE

RECRUITMENT AND HIRING

TALENT DEVELOPMENT

"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. They are always prompt in responding to any questions, and the Employee Handbook tool is best in class."

— Kitty R., Health care client

Mineral™
HR and compliance made simple.

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