



HUMAN RESOURCE AUDITS

ON YOUR TEAM

Human resources audits are an effective way to head lawsuits - and visits from agencies such as the U.S. Department of Labor, EEOC, National Labor Relations Board or state agencies that regulate the workplace - off at the pass. We help clients with HR audits to ensure that employers-policies, practices and procedures are not only up-to-date and legally compliant, but also provide the type of flexibility needed in an ever-changing competitive business environment.

Going well beyond standard checklists and form reviews, our HR audits verify compliance with an expanding array of legal requirements and provide recommended best practices. Those best practices are aimed at reducing the time you spend on paperwork and bureaucracy.

We help HR departments with audits in areas such as:

- Recruiting, selection, hiring and orientation practices
- Employee discipline and termination
- Personnel files and employee privacy
- Employee handbooks, job descriptions and HR policies
- EEO and anti-harassment policies
- Drug- and alcohol-testing policies
- Compensation, wage, hour and payroll practices
- Leaves of absence and ADA/FMLA compliance

Why Barnes & Thornburg?

Finding new ways to help clients identify solutions and new business opportunities, across industries, is at our core. We are, at times, more than lawyers, we are advisers bringing new ideas to light. We understand what keeps you up at night and work collaboratively to find practical and creative solutions, at the heart of business.

RELATED PRACTICES

Labor and Employment

- Safety and health programs

We also can advise on audits regarding:

- Trade secret, non-competition agreements and unfair competition
- I-9 and immigration practices
- Independent contractors, contingent workforce/temporary employees
- Remaining union-free
- Workers compensation
- Use of company property and technology
- Reductions in force, severance agreements and policies
- Affirmative Action/OFCCP
- Document retention policies