



Employers are more at risk than ever of being sued by employees under federal, state and local employment laws. Fortunately, employers can minimize the likelihood of facing these lawsuits through sensible, preventative measures, such as having an experienced employment lawyer review your employment policies and practices to identify potential problems. Even if an employment lawsuit arises, the audit can improve the company's chances in litigation.

The Duane Morris Employee Life Cycle Audit involves the review of the employment policies and practices of the employer through the "life cycle" of an employee, starting with the intake of a prospective employee, continuing through the management of the employee's performance, and ending with the separation of the employee. The audit looks to identify "gaps" or aspects of an employer's employment practices and policies that fail to comply with applicable federal or state employment laws and/or that do not reflect "best practices" of handling various employment issues, including legal issues currently in the news. Our audit goes beyond just identifying problems and provides detailed and practical solutions to help minimize the risks of employee lawsuits.

## THE DUANE MORRIS EMPLOYEE LIFE CYCLE AUDIT

*The Duane Morris Employee Life Cycle Audit reviews:*

- ▶ Job Applications
- ▶ Interview Procedures
- ▶ Onboarding Documents
- ▶ Employment Agreements
- ▶ Confidentiality, Non-Competition, Non-Solicitation and Trade Secret/Intellectual Property Protection Agreements
- ▶ Employee Handbooks
- ▶ Code of Conduct/Ethics Policies
- ▶ Cybersecurity and Privacy Policies
- ▶ EEO Policies and Training, including #MeToo initiatives
- ▶ Wage and Hour Compliance/Pay Practices
- ▶ Salary Reviews
- ▶ Leave of Absence Compliance
- ▶ Employee Safety Procedures

- ▶ Document Retention Policies
- ▶ Personnel Files
- ▶ Discipline Process and Documentation
- ▶ Termination Procedures

*At each step, the audit focuses on ensuring:*

- ▶ Local, State, and Federal Law Compliance
- ▶ Implementation of Best Practices
- ▶ Appropriate Training
- ▶ Minimizing Risk of Employment Litigation
- ▶ Preplanning for Litigation
- ▶ Planning for the Future

The audit provides an efficient and thorough assessment of a company's potential employment-law risks and the necessary steps to address them, all under the protection of attorney-client privilege.

### FOR MORE INFORMATION:

To learn more about the Duane Morris Employee Life Cycle Audit and to get started, please contact:

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