

TOTALCOMPLIANCE AS HUMAN RESOURCES' DEFENSE AGAINST LITIGATION

The Challenge: Human Resources' role in the Corporation is crucial for having up-to-date policies and being able to show that the Corporation's employees have been informed of the current policies, have reviewed the policies and have agreed to comply with the policy.

The Problem: In the event of litigation, such as a suit involving a corporate policy, you as an HR professional will have to prove that: (1) all employees were informed of the Corporation's policy; (2) further that the policy was made available to all employees of the Corporation for their review; (3) that such review was done periodically as a refresher of the policy and its requirements; (4) that you have evidence that the employee actually received the policy and had reasonable time for reviewing the policy; and (5) that the employee certified to the corporation that the employee would comply fully with the policy.

But how do you achieve this, especially if required to do this in a court of law?

The Solution: ComplianceBridge's TOTALCOMPLIANCE solution provides you as an HR professional a means to fully meet all aspects of (1) through (5) of the Problem set forth above for the particular policy involved. Using the TOTAL COMPLIANCE solution you can establish the following:

- Your company has a current totally updated policy covering the matter involved in litigation, and that such policy has been revised to include all recent legal requirements arising from court decisions.
- The policy has been circulated to all employees of the corporation and that such circulation has occurred periodically or whenever there has been a revision to the policy.
- You have evidence from the TOTALCOMPLIANCE solution that the employee received the policy when circulated to all employees, and that the employee down loaded the policy and spent sufficient time to review the policy
- You have evidence from the TOTALCOMPLIANCE solution that the employee certified that he had read the policy and agrees to comply fully with the policy.

Example – Sexual Harassment: ComplianceBridge's TOTALCOMPLIANCE solution provides you as an HR professional a means to fully meet (1) through (5) of the Problem set forth above for litigation involving a Sexual Harassment law suit. Using the TOTAL COMPLIANCE solution you can establish the following:

- Your company has a current totally updated policy to prevent Sexual Harassment of corporate employees, and such policy has been revised to include all recent legal requirements arising from court decisions.
- The policy to prevent Sexual Harassment has been circulated to all employees of the corporation and that such circulation has occurred at least annually or whenever there has been a revision to the policy
- You have evidence from the TOTALCOMPLIANCE solution that the employee received the policy when circulated to all employees, and that the employee down loaded the policy and spent sufficient time to review the policy
- You have evidence from the TOTALCOMPLIANCE solution that the employee certified that he had read the policy and agrees to comply fully with the policy.

With the foregoing in place you as the responsible HR professional will be able to produce this information to the benefit, and if needed, as a defense of the Corporation in any lawsuit.