



Product Datasheet

LIVING HANDBOOK

The essential artifact to an effective people risk management strategy is a comprehensive, living, breathing handbook.

A Living Handbook connects advanced technology, authoritative content, and seasoned HR experts; three critical components to ensure policies and procedures remain compliant as an organization grows and as regulations change. A Living Handbook establishes behavior standards, communicates values and culture, and protects businesses from potential employee claims.

Living Handbook Features



Multistate* + Federal



Live Support



E-Signature*



Policy Update Alerts



Cross Team Collaboration



Spanish Translations*



Electronic distribution improves handbook dissemination, making it easier for multistate employers and businesses with a distributed employee base.



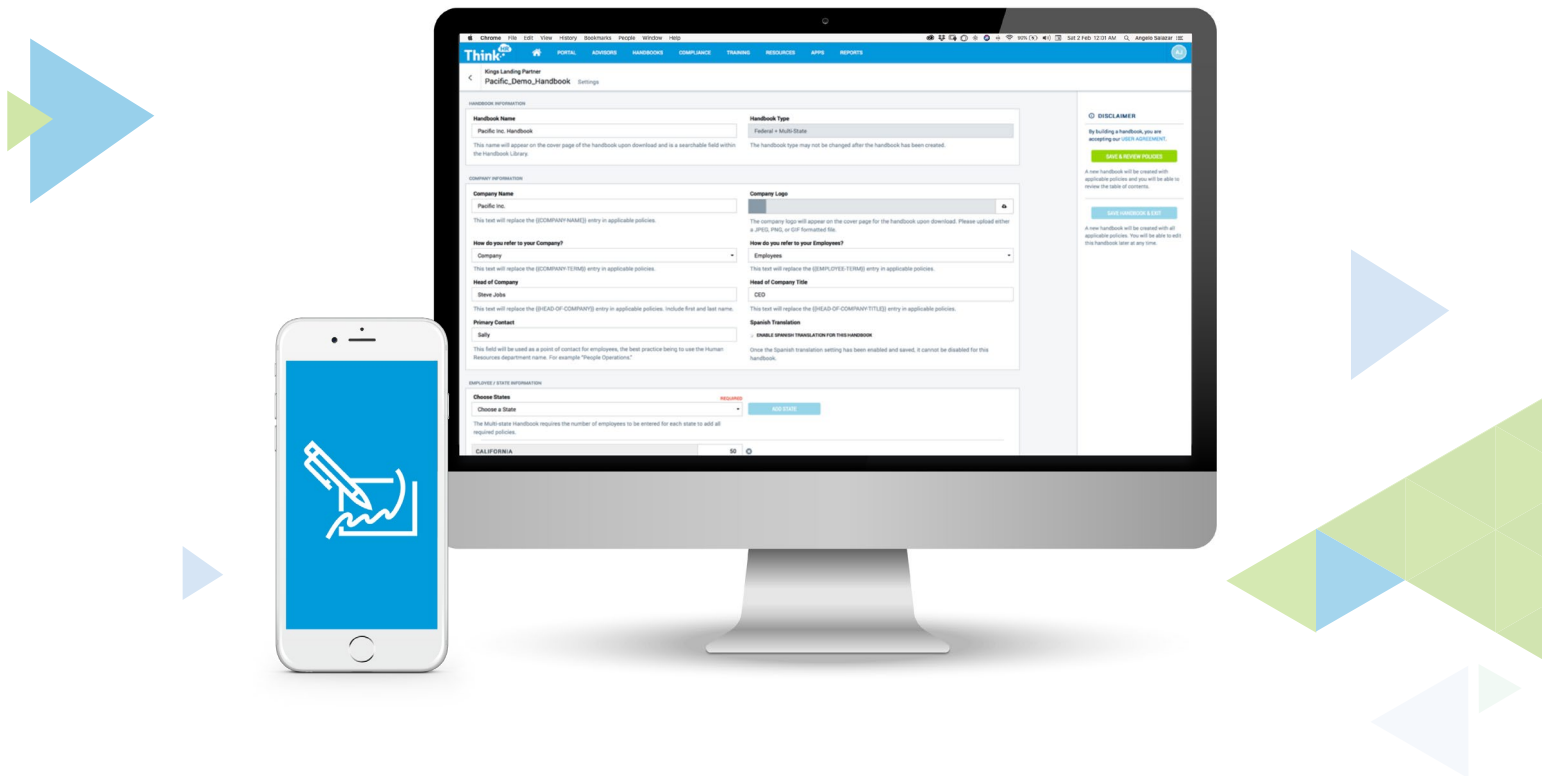
Customization features enable the addition of language and policies unique to individual organizations.



Spanish translation improves language challenges with non-English-speaking workforces.*



Automated policy alerts notify responsible parties when corporate policies are impacted by changing laws or regulations.



Eliminates the struggle with updating, re-assigning, and tracking employee signatures.*



Access to Live Advisors allows businesses to get their questions answered fast and accurately.



Competitive pricing avoids legal fees typically incurred for development and periodic reviews.



E-signature holds employees accountable by requiring sign-off during onboarding and when policies are updated.*