**CHECKLIST**

**RISK MANAGEMENT ESSENTIALS**

In today’s rapidly changing and volatile economy, your company needs to be successful. Your company needs to have most of the following risk management essentials well in place.

1. **DOCUMENT ALL ESSENTIAL RELATIONSHIPS**

* Employment Agreement with All Exempt Employees
* Independent Contractor Agreements
* Outsourced Labour and Contingent Worker Agreements
* Strategic Partner Agreements
* “At Will” Clause in Employee Handbook and All Offer Letters

1. **PERSONNEL MANAGEMENT PROCEDURES**

* Identifying Staffing Needs and Solutions
* Legal and Empowering Hiring Decisions
* Performance Evaluation and Improvement
* Compensation Management
* Discipline and Termination
* Standardised Personnel Records Keeping
* Promotion and Advancement
* Litigation Avoidance and Management
* Release and Severance Agreements
* Former Employee References

1. **COMMITMENT TO COMPLIANCE MANDATES**

* In Job Advertisements, Application and Employee Handbook
* Training of Management and Employees to Prevent Harassment, Discrimination and Other Claims
* Hire and Accommodate Disabled Employees
* Grievance Mechanism with Ability to Complain to Non-Involved Supervisors
* Systems for quick and in-depth Investigation of Employee or Agency Complaints
* Appropriate Disciplinary Procedures
* Compliance with National and Province Posting and Handout Requirements
* Correct Classification of Exempt vs Non-Exempt Employees
* Correct Classification of Independent Contractors
* Safety Compliance Mandates
* Processes for Managing Family and Medical Leave Issues

1. **THE BUILDING OF POWERFUL WORKPLACE RELATIONSHIPS**

* Draft an Employee Handbook Created in Concert by Management and the Workforce and Reviewed by an Attorney
* Build Trust Through Delegation, Performance Agreements, Skills Building and Character Development
* Create Communication Channels Using Everything from One on One Meetings to Multimedia Applications
* Grow the Individual in Areas Such as Health, Stress Management, Finances, Time Management and Goal Setting
* Create a Process for Managing Home-based and Remote Site Workers

1. **CREATING AND PROTECTING A LEARNING ORGANISATION**

* Share a Clear Sense of Vision, Mission and Other “Whys” Which Drive Goals, Purpose, Performance and Profit
* Instigate Mechanisms Such as Suggestion Systems, Employee Knowledge Surveys and Feedback Loops to Tap and Apply Hidden Knowledge
* Integrate the Information Management System with Financial Systems (*i.e.* “Open Book Management” and “Activity Based Accounting”)
* Identify and Protect the Proprietary Knowledge and Strategies Through Trade Secret, Non-compete, Patent, Trademark, Copyright and licencing Agreements
* Voice-mail, Email and Internet Use and Privacy Policies
* Customer Driven Research and Development Programs

1. **INSURANCE REQUIREMENTS**

* Workers Compensation
* Directors and Officers Liability
* General Liability
* Employment practises Liability
* Professional Liability
* Fiduciary Liability

1. **CELEBRATION AND REWARDS**

* Value Driven Compensation
* Proactive Benefits in the Area of Health and Finances
* Celebrations of Passages, Be They Birthdays, the Reaching of Personal and Company Milestones, Hiring or Retiring