Media Alert

ADP to Host Workplace Compliance Spotlight Webcast on Employee Handbook Best Practices

ROSELAND, NJ, July 17, 2017 – Establishing company policies and procedures in writing is one of the most important steps business owners can take to help manage their compliance obligations. Employee handbooks help employers communicate rules, benefits and other important information to employees. An up-to-date employee handbook can help employers demonstrate their effort to comply with certain requirements and can inform new hires and employees about a business's policies and practices.

However, understanding which policies to include and how to properly maintain a handbook can be a challenge. And if an employee handbook isn't drafted carefully, certain policies may conflict with federal, state, or local law.

To help inform employers, ADP® will conduct an hour-long webcast – the first in a series of Workplace Compliance Spotlight webcasts – which will provide critical insights and best practices on creating and distributing an employee handbook.

Specifically, this webcast will inform attendees about:
- What makes an employee handbook effective?
- Why does a business need to keep its employee handbook updated?
- How can a business owner use an employee handbook to manage social media, dress codes, and other workplace issues?
- Which critical policies should business owners include and which policies should they avoid?
- What are some best practices for distributing an employee handbook and obtaining employee acknowledgment forms?

The webcast – for HR leaders and business owners – will be conducted at 1 p.m. ET on Wednesday, July 26, 2017. The session will be led by Kristin LaRosa, senior counsel, and Meryl Gutterman, counsel, for ADP Small Business Services.

ADP remains at the forefront of helping employers understand the complex compliance, financial, and strategic issues surrounding workforce management.

The webcast will be recorded and a replay link will be sent to all registrants.

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