

**State Law & Federal Law Compliant Policy Areas
 including 35 State-Specific Policy Areas**

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| Absenteeism as Resignation | Errors in Paychecks |
| Abuse of Others Trademark, Copyright or Patent Material | Exiting Employment |
| Acceptance of Gifts | Exit Interview |
| Access to Personnel Records | Family & Medical Leave Act - FMLA |
| Acknowledgment of At Will Employment | Fair Labor Standards Act - FLSA |
| Acknowledgment of Receipt of Employee Handbook Company Policies | Family Care and Medical Leave |
| Adult Labor | Family and Military Leave |
| Age Discrimination in Employment Act -ADEA | Fiduciary Duty of Employees |
| Alcohol Abuse | Future References |
| Americans with Disabilities Act - ADA | Gender Discrimination |
| At Will Employment | Genetic Information Non-Discrimination |
| Bereavement Leave | Government Agency Inspections |
| Blogging | HIPAA |
| Blood Donation Leave | Hiring |
| Bone Marrow Donation Leave | Immigration Law Compliance |
| Business Dealings with Family Members | Inappropriate Conduct |
| Business Ethics | Inspection of Employee Property |
| Cell Phone / Mobile Phone Usage | Internet Usage |
| Child Labor | Jury Duty |
| Classification of Employees | Marital Status Discrimination |
| COBRA - Federal | Maternity Leave |
| COBRA - Mini Cobra - State | Meal Breaks |
| Company Expectations | Military Leave |
| Company Property | Minor-Age Employees - Working Hours |
| Compensation | National Guard Leave |
| Competitor Relations | No Contract Created by Employee Handbook Company Policies |
| Compressed Air Usage Leave | Non-Disclosure of Business Information |
| Computer Usage | Non-Solicitation |
| Confidentiality of Company Information | Nursing Mothers Leave |
| Confidentiality of Employee Information | Obscene Employee Communications |
| Conflicts of Interest | Occupational Safety & Health - OSHA |
| Court Attendance Leave | Organ Donation Leave |
| Credit History Discrimination | Outside Personal Activities |
| Crime Victims Leave | Outside Work Activities |
| Customer Relations | Overtime |
| Customer Service | Parental Leave |
| Deductions and Offsets from Paycheck | Pay Deductions and Offsets |
| Disability | Pay Periods |
| Discrimination | Performance Reviews |
| Domestic Partner Discrimination | Personal Hygiene |
| Domestic Violence Leave | Pregnancy Discrimination Act |
| Dress Code | Religious Dress Discrimination |
| Drug Abuse | Return of Company Property |
| Drug and Alcohol Testing | Right to Amend Employee Handbook |
| Drug and Alcohol Testing Requirements | Safe Workplace |
| Drug Free Workplace | School Visitation Leave |
| E-mail Usage | Separation from Employment |
| Employee Behavior | Sexual Harassment |
| Employee Benefits | Sexual Preference Discrimination |
| Employee Breaks / Rest Periods | Sick Leave |
| Employee Discipline | Smoking |
| Employee Discoveries | Social Networking |
| Employee Expectations | Social Security Number Privacy |
| Employee Honesty | State Mandatory Break Periods |
| Employee Medical Records | Substance Abuse |
| Employee Personal Property | Telephone Usage |
| Employee Privacy | Termination of Employee's Employment |
| Employee Records | Time Records |
| Employee Review of Employee Employment Records | U.S. Mail Usage |
| Employee Socializing | Use of Company's Proprietary Information by Former Employee |
| Employee Suggestions | Uniformed Services Employment & Reemployment Rights Act - USERRA |
| Employee Work Related Injuries | Vacation |
| Employees as an Asset to the Company | Violence in the Workplace |
| Employee's Financial Dealings & Financial Interests with Customers | Wage Garnishment |
| Employee's Financial Dealings & Financial Interest with Suppliers | Weapons |
| Employee's Ongoing Responsibility After Termination of Employment | Welcome Message |
| Employee Practices | Whistleblowing |
| Employer Withholding | Work Schedules |
| Employment Records | Workers Compensation |
| Equal Employment Opportunity | Workplace Monitoring by Company |
| | Work Related Injuries |
| | Works Made for Hire |

Company Policy Areas Covered in each State-Specific Employee Handbook are dependent on the laws of each state.