

## HR SERVICES

- Diversity Initiatives
  - Setup a Task Force
  - Strategize Diversity Programs
  - Diversity & Sensitivity Training
- HR Audits
- HR Policies & Procedures Handbooks
- Employee Handbooks
- Coaching / Counseling / Mentoring
- Discipline & Termination Guidance
- Corporate & Employee Communications
- Employee Surveys
- Employment Agreements
- Confidentiality & Non-Compete Agreements
- Compensation Surveys
- Wage & Salary Plans
- Executive Compensation Plans
- Long & Short Term Incentive Plans
- Performance Review Programs
- Job Descriptions / Job Evaluations
- Severance Programs
- Downsizing / Outplacement Programs
- Unemployment Compensation
- Safety / Workers' Compensation
- Human Resources Information System
- Recruiting / Relocation
- Immigration / Expatriate Programs
- Employee Assistance Plans
- Union Avoidance
- Total Compensation and Benefits Statements