

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

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
Acknowledgment of At Will Employment	<b>Nov. 2009 Amendments-FMLA included</b>
Acknowledgment of Receipt of Employee Handbook Company Policies	Fair Labor Standards Act - FLSA
Adult Labor	Family Care and Medical Leave
Age Discrimination in Employment Act -ADEA	Family and Military Leave
Alcohol Abuse	Fiduciary Duty of Employees
Americans with Disabilities Act - ADA	Future References
At Will Employment	Gender Discrimination
Bereavement Leave	Genetic Information Non-Discrimination*
Blogging	Government Agency Inspections
Blood Donation Leave	HIPAA
Bone Marrow Donation Leave	Hiring
Business Dealings with Family Members	Immigration Law Compliance
Business Ethics	Inappropriate Conduct
Cell Phone / Mobile Phone Usage	Inspection of Employee Property
Child Labor	Internet Usage
Classification of Employees	Jury Duty
COBRA - Federal	Marital Status Discrimination
COBRA - Mini Cobra - State	Maternity Leave
Company Expectations	Meal Breaks
Company Property	Military Leave
Compensation	Minor-Age Employees - Working Hours
Competitor Relations	National Guard Leave
Compressed Air Usage Leave	No Contract Created by Employee Handbook Company Policies
Computer Usage	Non-Disclosure of Business Information
Confidentiality of Company Information	Non-Solicitation
Confidentiality of Employee Information	Nursing Mothers Leave
Conflicts of Interest	Obscene Employee Communications
Court Attendance Leave	Occupational Safety & Health - OSHA
Credit History Discrimination	Organ Donation Leave
Crime Victims Leave	Outside Personal Activities
Customer Relations	Outside Work Activities
Customer Service	Overtime
Deductions and Offsets from Paycheck	Parental Leave
Disability	Pay Deductions and Offsets
Discrimination	Pay Periods
Domestic Partner Discrimination	Performance Reviews
Domestic Violence Leave	Personal Hygiene
Dress Code	Pregnancy Discrimination Act
Drug Abuse	Religious Dress Discrimination
Drug and Alcohol Testing	Return of Company Property
Drug and Alcohol Testing Requirements	Right to Amend Employee Handbook
Drug Free Workplace	Safe Workplace
E-mail Usage	School Visitation Leave
Employee Behavior	Separation from Employment
Employee Benefits	Sexual Harassment
Employee Breaks / Rest Periods	Sexual Preference Discrimination
Employee Discipline	Sick Leave
Employee Discoveries	Smoking
Employee Expectations	Social Networking
Employee Honesty	Social Security Number Privacy
Employee Medical Records	State Mandatory Break Periods
Employee Personal Property	Substance Abuse
Employee Privacy	Telephone Usage
Employee Records	Termination of Employee's Employment
Employee Review of Employee Employment Records	Time Records
Employee Socializing	U.S. Mail Usage
Employee Suggestions	Use of Company's Proprietary Information by Former Employee
Employee Work Related Injuries	Uniformed Services Employment & Reemployment Rights Act - USERRA
Employees as an Asset to the Company	Vacation
Employee's Financial Dealings & Financial Interests with Customers	Violence in the Workplace
Employee's Financial Dealings & Financial Interest with Suppliers	Wage Garnishment
Employee's Ongoing Responsibility After Termination of Employment	Weapons
Employee Practices	Welcome Message
Employer Withholding	Whistleblowing
Employment Records	Work Schedules
Equal Employment Opportunity	Workers Compensation
	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.