

The Ins and Outs of IE&D in US and Non-US Jurisdictions

Alyesha Asghar Dotson & Lavanga Wijekoon

Compliance **HR**
Simplifying the Complexity of Employment Law



Today's Webinar Host



Kimball Norup
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What You'll Receive

- Full slide presentation (pdf format)
- Link to recorded audio presentation
- ComplianceHR demonstration and free trial!

Questions?

- If you have any questions, please use the Q&A box on your screen

Request a Demo

- Interested in a demo? Send a request in the Q&A box, or use the link in the “Links” panel

Introducing the Navigator Suite



- Simplify the complexity of employment law
- HR professionals and in-house or organizational attorneys
- **US-only**, federal, state, and local law guidance and labor law updates
- AI technology that leverages Littler content and best practices

PolicySmart™

Effective Date Timeline

California	09/01/2020	01/01/2021
Colorado	09/01/2020	01/01/2021

Sep 2020 Oct Nov Dec Jan 2021

Filter Timeline

Effective Within

One Month 2

Six Months 4

One Year 4

Filter News

Select Jurisdiction

- Select All -

Requires Policy Update

- Select All -

PolicySmart



This application provides you with the tools you need to manage your documents:

- A National Template
- State Supplements
- Policy Checklists
- State Guides

The **National Template** includes a number of traditional policies (e.g., EEO, Harassment, FMLA, Meal Breaks, Standards of Conduct), along with optional sample policies you can customize and provide to employees if they are relevant for your workforce and operations (e.g., Workplace Bullying, Holidays, Personal Appearance and Grooming).

There is a **State Supplement** to that National Template for every state and the District of Columbia. In the State Supplements you will find policies that carefully track state and locality-specific distinctions from those general, national policies. In the state materials, you will find addenda that identify the protected categories under state EEO laws, state-specific meal break, predictive scheduling, lactation accommodation and leaves of absence policies. We also provide policies tracking sick leave, lactation accommodation and predictive scheduling requirements for major municipalities, which are localities with 100,000 or more residents.

The State Supplement policies are drafted to comprehensively track statutory requirements, while also identifying places for customization. Throughout the templates, you will see comments intended for the policy drafter. These comments may explain why specific language appears, signal updates made within the last year or provide context or background information to help you customize the policy.

- Comprehensive library of customizable federal and state specific model policies
- Innovative compliance timeline of important legal changes soon to take effect
- Access to jurisdiction-specific checklists
- Monthly automated emails with a summary and analysis of relevant legal documents

*PolicySmart is applicable for US-only employees



Benefits of PolicySmart

- Handbook creation tool to compile all policies applicable to your organization
 - Easy to edit Word document
- Bi-weekly email news alert for upcoming compliance changes
 - Newsfeed with state-by-state compliance changes
 - Notes required policy updates
- Quick reference tool to search applicable policies



What Our Clients Are Saying

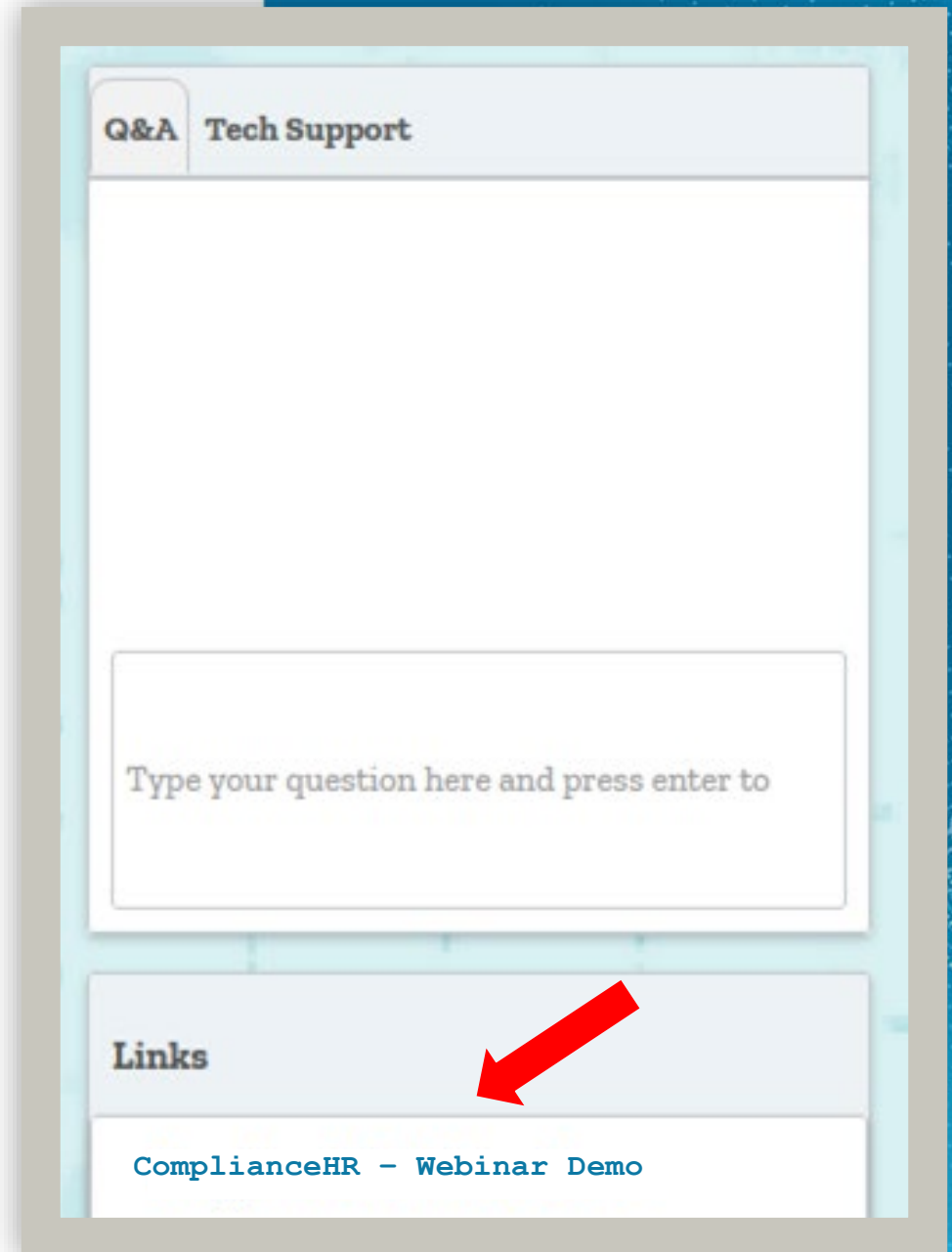
“I regularly access PolicySmart to view Policy News and, in particular, the effective date timeline that shows when and where all the new laws/regulations go into effect.”

“More than 60 HR, Payroll and Time & Labor professionals at our company use ComplianceHR **as a valid, trusted resource to help us support our thousands of clients located in all 50 states.** We appreciate that ComplianceHR is always evolving, seeking new and different ways to keep up with the ever growing compliance landscape.”



Register for a Navigator Suite Demonstration

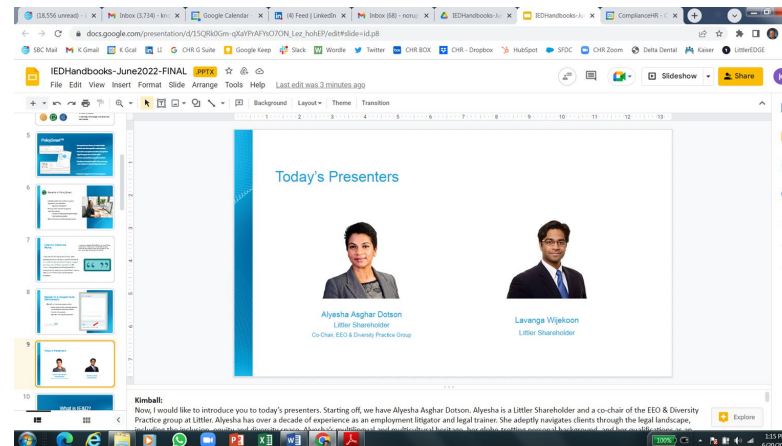
- **Benefits of a custom demonstration:**
 - Custom complimentary walkthrough based on your organization's compliance strategy
 - Free trial of the solutions
 - Open Q&A with compliance consultant



Today's Presenters



Alyesha Asghar Dotson
Littler Shareholder
Co-Chair, EEO & Diversity Practice Group



Lavanga Wijekoon
Littler Shareholder



What is IE&D?

IE&D Is...

“Inclusion, equity, and diversity “encompasses the symbiotic relationship, philosophy and culture of acknowledging, embracing, supporting, and accepting those of all racial, sexual, gender, religious and socioeconomic backgrounds, among other differentiators.” – Inclusion Hub



Why would I include IE&D policies in
my employee handbook?



IE&D Should Be in an Employee Handbook Because...

- Promote a welcoming, diverse and discrimination- and harassment-free workplace
- Highlight the values and best practices that your company prioritizes to both internal and external stakeholders
- Establish your company's status as visionary – forward-looking and dynamic

IE&D Should Be in an Employee Handbook Because...

According to the U.S. Office of Personnel Management, companies that institute DE&I policies tend to [see tangible benefits](#), likely because:

- Diversity of thought, backgrounds, experiences and skills promotes more idea sharing and innovation, rather than homogeneity and [groupthink](#), which can lead to competitive advantages.
- Employees' feelings of inclusion and contentment with their workplace can raise morale and productivity, which can improve retention rates.
- Companies that publicize their diversity initiatives may attract an expanded talent pool.
- Companies with [diverse management](#) may enable heightened awareness of, and sensitivity toward, discrimination and harassment issues. This can aid in faster detection and resolution of these incidents.

And, frankly, having a DE&I policy is what current and prospective employees *expect* of companies – especially among more junior employees, whose members tend to prioritize diversity at their place of employment.

Is it legally necessary to include IE&D
policies in my handbook?

Some Jurisdictions May Require IE&D Training

- Employers have an obligation to provide employees with a safe work environment free from discrimination, harassment and intimidation.
- However, the U.S. does not mandate a diversity policy for private employers.
- The vast majority of employers publish a statement on their websites and employment applications and in their employee handbooks that indicate a commitment to equal opportunity employment. Employers that fulfill their obligations as equal opportunity employers ensure the company is recognized as one that values diversity through its commitment to fair employment practices.

Whitehouse Executive Order on IE&D



What's the cultural impact?

IE&D Programs Can Lead to...

- Increased Satisfaction
- Better productivity
- Diversity of thought and innovation
- Better decision making
- Collaboration



Can I Extend IE&D Measures To My Non-US Workforce?

Beware of “trip wires” outside the US:

- Data privacy concerns;
- Cultural concerns;
- Discrimination concerns

Notable and Recent IE&D Legislation Outside the US:

- Canada; and,
- Singapore

Why is it necessary to update an
employee handbook?

You should update your employee handbook because...

- Shape company culture
- Communicates operational policies
- Minimizes risk of employment-related legal liabilities
- Keeps HR process running smoothly



How often should I update my
employee handbook?



Your employee handbook should be monitored monthly and updated every quarter

- Thousands of updates to compliance law each year
- Changing jurisdictional requirements for remote workers
- Learn more about updating your handbook at next month's webinar: July is the new January

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Thank you!

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please email demo@compliancehr.com or submit the
form on our website: [Compliancehr.com/webinar-demo](https://compliancehr.com/webinar-demo)**