

HR by BZ Policies & Procedures Program **Clarity. Compliance. Culture.**

Our 30-day Policies & Procedures Program turns your handbook from a compliance binder into a living, breathing management tool.

1 Audit Current Policies & Identify Gaps

- Review all existing policies and employee handbooks for accuracy, compliance, and relevance.
- Identify outdated, conflicting, or redundant language.
- Flag compliance risks at the federal, state, and local level.

2 Build Core Policy Framework

- Recruitment & Onboarding: hiring standards, structured interviews, evaluation criteria, and onboarding programs.
- Compensation & Benefits: salary structures, bonuses, equity, insurance, retirement plans, and perks.
- Workplace Safety & Health: safety protocols, emergency plans, wellness programs, and training.
- Employee Conduct & Performance: codes of conduct, disciplinary process, performance reviews, and career development.
- Remote Work & Flexibility: telecommuting rules, productivity standards, flexible scheduling, and accountability measures.

3 Customize for State & Local Laws

- Integrate jurisdiction-specific rules and statutory requirements.
- For multi-state operations, build an automated appendix for location-specific differences.

4 Create Digital-First Handbook

- Mobile-friendly, searchable format for quick access.
- Clear, plain-language drafting that employees can understand and apply.
- Visual quick-reference guides for high-traffic policies.

5 Develop Rollout Plan

- Employee acknowledgment tracking.
- Manager training sessions for enforcement and consistency.
- Communication plan to introduce and reinforce policy updates.

6 Annual Refresh & Hot Topic Alerts

- Scheduled annual policy review for law changes and cultural shifts.
- Mid-year alerts when high-impact legislation or compliance requirements change.

Key Deliverables

- Policy Audit Report & Gap Analysis.
- Custom Digital Handbook (PDF + HTML).
- Quick-Reference Policy Guides.

- Manager Training Deck & Script.
- Annual Policy Maintenance Plan.

Bonus Section – High-Impact Policy Hacks

- Write for clarity, because plain language increases compliance.
- Prioritize the top 10 ‘high traffic’ policies for quick access.
- Build policies as management tools, not just legal shields.