

## Employment Practices

	Yes	Needs Attention
1. Do you have up-to-date knowledge of the employment laws in your state?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you consult with an attorney regarding employment-related issues that arise?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you invest in thorough background checks for each of your employees?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you store personnel information in a secure area that is separate from medical records?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you keep up-to-date attendance records on all personnel?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you accurately document employee performance throughout the year and maintain this documentation with the employee's records?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you keep detailed records of annual reviews and any disciplinary actions taken for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you keep good records of all changes in employee status? (e.g., promotions, leaves of absence, pay rates, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you require new employees to sign a personal conduct agreement outlining behavior considered unacceptable by your church?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you provide regular training on employees' rights and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have a sexual harassment policy that provides clear guidelines for reporting?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you consult local counsel before terminating employees?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you have policies in place to guide what information you can share with employees about terminations?	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Completed by:

Date:

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*