

# HR Services and Products

## Engage Professionals, Reduce Costs, Manage Risks.

### Compliance Audit

Emarico conducts comprehensive reviews of the human resource department and employment practices to ensure compliance with current legislation, regulations and organizational policies and procedures. Emarico offers best practice recommendations based on findings.

### Acquisition/Due Diligence Audits

Emarico conducts comprehensive reviews of potential acquisition partners' human resource department and employment practices, and provides services to correct findings to ensure compliance with current legislation, regulations, and organizational policies and procedures.

### HR Support Line

Emarico is available to customers via telephone/email to consult on critical questions and issues they have surrounding human resources in regards to legislation, regulations and organizational policies and procedures. Emarico provides a service guarantee of responding to all requests within 24 business hours.

### Employee Handbooks

Emarico reviews company practices, and develops handbooks in compliance with current legislation, regulations, and organizational policies and procedures.

### Compensation

Emarico reviews company compensation philosophies and develops compensation policies, procedures, and plans in line with current legislation, regulations and organizational policies and procedures. Emarico offers market salary reviews of key benchmark positions.

### Job Descriptions

Emarico reviews company roles and responsibilities, and provides job descriptions for customers that are in compliance with current legislation, regulations, and organizational policies and procedures.

### HR Policies and Procedures

Emarico will review current organizational philosophies, practices, and procedures and will then develop effective HR



policies and procedures for the organization in compliance with current legislation, regulations and company policies and procedures.

### HR Documentation Forms

Emarico will review current HR practices and procedures and will provide services to develop HR Documentation Forms in compliance with current legislation, regulations and company policies and procedures.

### HR Orientation

Emarico will review the organizational philosophies, policies, and procedures and develop HR orientation materials for new hires to effectively onboard employees.

### Employee Surveys

Emarico will provide employee surveys for existing employees to offer timely critical feedback to organizations of the current employee morale. Emarico will provide reporting from the survey findings.

“ Emarico HR professionals are available as a neutral partner to provide organizations a peace of mind in dealing with sensitive matters in an ever changing environment. ”

