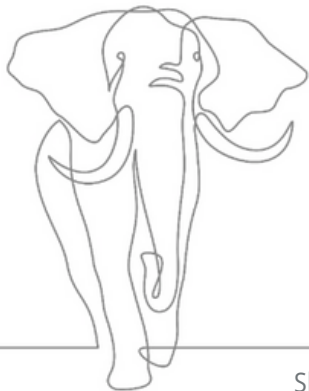


10 STEPS TO AVOID EMPLOYMENT LAWSUITS

1. Establish and implement a “Workplace Violence Prevention Program” and train employees
2. Review remote work practices and policies
3. Revise policies, handbooks, and manuals to include updated sick leave, reproductive loss leave, off-duty cannabis protection, and any other applicable requirements
4. Ensure policies and agreements do not include provisions that could cause reasonable employees to believe they cannot discuss wages or working conditions
5. Revise procedures for evaluating applicant criminal history
6. Update drug testing practices to exclude testing for “non-psychoactive” cannabis metabolites
7. Comply with applicable minimum wage requirements (state, local, industry specific, exempt salaries)
8. Notify California employees and former employees that previously signed non-compete agreements clauses are void, no matter when or where signed
9. Update I-9 forms and remote verification procedures, if applicable
10. Update employee notices, including the Labor Commissioner’s new 2810.5 notice



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