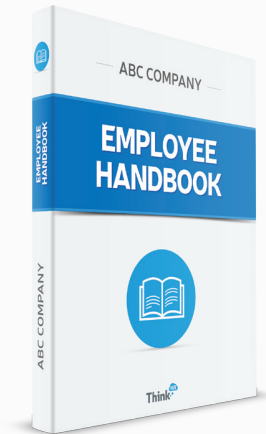




CLARKE & COMPANY
BENEFITS LLC



UPDATED

THINKHR 50-STATE

EMPLOYEE HANDBOOK BUILDER

Now with both federal and state employment regulations and policies for all 50 states.

Create a comprehensive employee handbook that complies with all current state and federal employment regulations—all with minimal time and effort on your part. It's available at no cost as part of your ThinkHR service.

The Employee Handbook Builder will:

- Minimize your risk of employment liability with clearly communicated, regulatory compliant policies.
- Reduce the strain on your staff with pre-developed content, step-by-step instructions, expert commentary and online support.
- Deliver a current, comprehensive, compliant handbook quickly without cutting corners.

Employee Handbook Builder features:

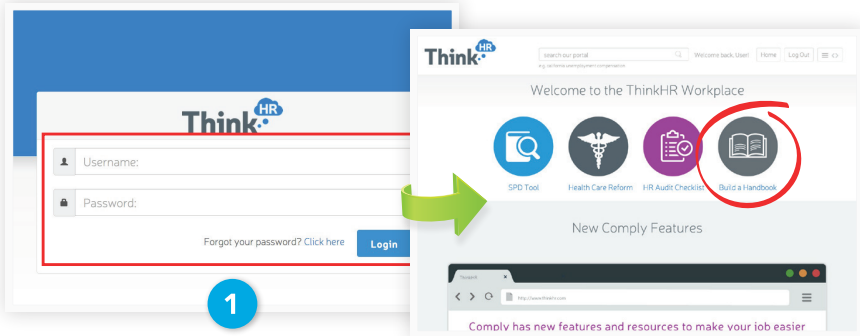
- Compiled in collaboration with one of the country's leading employment law firms, Constangy, Brooks, Smith & Prophete LLP.
- Covers policy at both the federal and state level for every state where you have employees.
- Fully editable and customizable to your company's unique policies, philosophy and culture.
- Included as part of your ThinkHR service at no charge.

Simply login to **ThinkHR Workplace** and click on the **Handbook Builder** icon to get started.

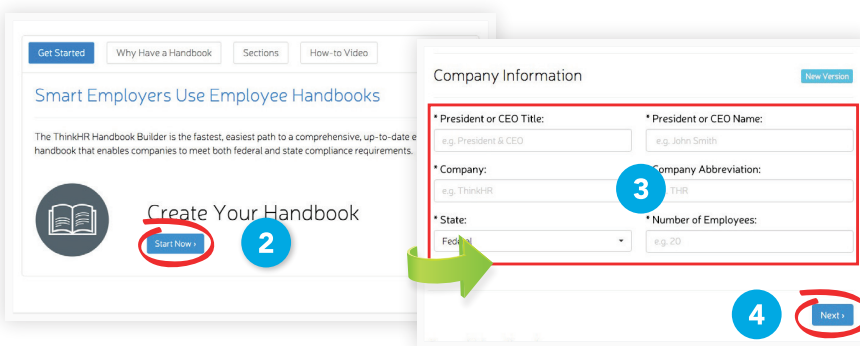
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HOW TO CREATE AN EMPLOYEE HANDBOOK WITH THINKHR'S UPDATED BUILDER

1. Sign in to **ThinkHR Workplace** and click on the **Employee Handbook Builder** icon.



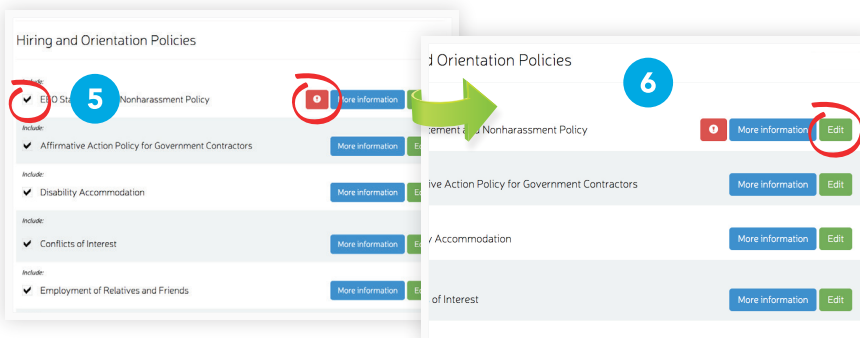
2. Click **"Start Now"** to access the Handbook Builder.



3. Complete the **Company Information fields**. Select the state for which you'd like to build a handbook and the number of employees. The builder will automatically generate appropriate policies based on the number of employees.

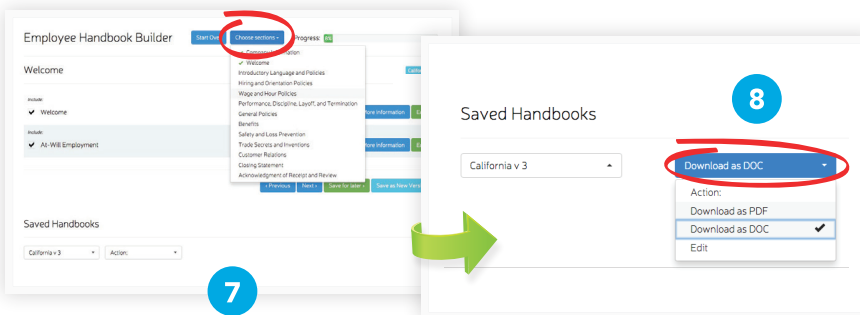
4. Click **"Next"** to advance to the next section of the handbook and save your selections.

5. Select the policies to include by clicking the **check box** in the "Include" column. Click the **red exclamation point** for specific areas of the law that speak to the policy. Click **"More information"** for an overview of the policy.



6. Customize any policy by clicking the green **"Edit"** button.

7. Jump to specific sections of the handbook using the **Choose Sections** menu.



8. When your handbook is complete, use the **Action menu** to download as a Word document or PDF.

9. You can exit the builder and restart your work at any time. Locate your handbook in the Saved Handbooks menu and select **"Edit"** in the Action menu to pick up where you left off.

