



## WORKPLACE COUNSELING

# ON YOUR TEAM

Employment litigation is expensive and time consuming, which is why employers and human resource professionals are best served by addressing potential workplace issues before problems arise.

To help avoid costly litigation, the attorneys at Barnes & Thornburg provide clients with access to a number of preventive counseling strategies and solutions to address workplace matters, including:

- Affirmative Action/OFCCP considerations and compliance
- Accommodating employees with disabilities
- Compliance with federal, state and local employment laws
- Constitutional issues affecting the employment relationship in the public sector
- Discrimination, harassment and retaliation prevention and training
- Document retention and record-keeping
- Drafting employment forms and human resources policies and procedures
- Drafting and review of employee handbooks
- Drug and alcohol programs and compliance
- Employee benefits
- Employment contracts and severance and separation agreements
- Immigration compliance
- Non-competition, non-solicitation and confidentiality agreements
- Privacy and social media agreements
- Recruiting and hiring employees, including background checks and

## Why Barnes & Thornburg?

Finding new ways to help clients identify solutions and new business opportunities, across industries, is at our core. We are, at times, more than lawyers, we are advisers bringing new ideas to light. We understand what keeps you up at night and work collaboratively to find practical and creative solutions, at the heart of business.

## RELATED PRACTICES

Labor and Employment

offer letters

- Workplace safety

Our Labor & Employment attorneys have the depth and breadth of experience to quickly react to and advise clients on:

- Complaints or charges filed with federal, state or local administrative agencies
- Discipline and termination
- Employee claims of workplace torts, including defamation
- Human resources audits
- Internal employee complaints and investigations
- Leaves of absence and administration, including military leaves of absence
- Reductions-in-force
- Unemployment claims
- Wage and hour and compensation issues
- Workers- compensation
- Workplace violence