

## PRACTICE AREAS

# Employment Manuals and Workplace Policies

Roffman Horvitz attorneys review and draft employment manuals and workplace policies to ensure they are compliant with federal, state, and local employment laws. Clear and understandable policies are critical elements of a positive workforce culture so that everyone knows what is expected of them. Employers and employees rely on the accuracy of the policies when making decisions, resolving internal complaints, and mitigating risk. Roffman Horvitz also can develop tailored training to teach managers and employees about policy changes and updates.