

Human Resources Consulting

Connect people and practices to complement your business strategies.

New legislation and updated court decisions have a significant impact on the responsibilities of the employer and the employee.



Human Resource management practices need to be current. **Compliant. Consistent ...** in order to:

- Insure that policies and procedures are relevant to the realities of today's workplace.
- Protect against unwarranted exposure to claims and complaints.
- Keep a strong healthy work force.

As the leading provider of Employment Lifecycle Management Services, Dunn Corporate Resources is the unlimited source for all HR needs – without the expense of hiring additional staff.

We provide on and off-site consultations on such specialties as:

- Regulatory Compliance -- dealing with such agencies as E.E.O.C. and Civil Rights, and the Human Relations Commission regarding charges of discrimination, internal policies, theft deception, and statements and depositions (audio/video).
- Employee Management Seminars and Workshops -- on such topics as harassment, discrimination, and wage/hour issues -- to minimize claims, time, costs.
- Analysis of Procedures for Hiring and Firing.
- Evaluation of Organizational Structure, Policies and Procedures.
- Development and Implementation of Company Forms -- including applications, warning notices, separation reports, absence requests, and terms of employment.
- Formatting and Maintenance of Personnel Files -- including attendance and tardiness forms.
- Development of new Employee Handbooks that meet today's complicated compliance requirements.
- Corporate Training and Special Projects

Our knowledgeable, professional experts in **Human Resources Consulting** are here to help you ... to meet your needs, so you can:

- Strengthen organizational and individual capabilities;
- Protect against unnecessary risk;
- Reduce H.R. and employment costs.



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CORPORATE RESOURCES

Call toll-free at 1-800-220-DUNN or email us at info@dunncorp.com ... and start controlling your costs today.

H/R SERVICES • SEMINARS • TAX MANAGEMENT

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