

Employment Practices Manual - Policies and Procedures Information Request

The information being requested on this form is designed to provide Harrison & Moberly attorneys with some information about your company and with an understanding of the current status of your company's policies and procedures. This information will be reviewed and maintained solely for the purpose of providing services under the BAGI - Harrison Moberly joint program. Please return your completed form by mail to:

*Rachel Daeger, Director, Communications
BAGI, P.O. Box 44670
Indianapolis, IN 46244
Or, submit by fax to Rachel at (317) 236-6340.*

Company Profile

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail Address: _____

Contact Person(s) and Position(s) Held: _____

What is the nature of your business? _____

Do you operate in states other than Indiana? Yes No If yes, which state(s)? _____

Number of full-time employees? _____ Number of part-time employees? _____

Do you have seasonal employees? Yes No

Do you retain independent contractors? Yes No

Do you have an existing employment practices manual / employee handbook? Yes No

When was the last time your employment practices manual / employee handbook was updated?

Do you have an existing drug testing policy? Yes No If yes, is it:
 Random Testing Post Accident Reasonable Suspicion

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Do you provide supervisor training in EEOC or employee-related matters? ___Yes ___No

What particular problems, if any, are recurring in your company among employees? Absenteeism/
attendance? Workers compensation? Employee retention? Others? _____

Are there any particular policies you believe are needed to address a specific concern or problem at your
company? _____

Additional Comments:

* Thank you for taking time to complete this form. Upon submitting the form to BAGI, an attorney from Harrison & Moberly will be in touch with you to discuss in greater detail your company's needs and to begin the process of working together to formulate policies and procedures that will be valuable to your company's operation.
