

Managing Employment Risk

Resources from EMC Insurance Companies

Policyholders with employment practices liability insurance from EMC Insurance Companies can access two resources to help manage business employment exposures, and reduce or prevent costly employment claims.



Workplace Risk Solutions

Online Support From The McCalmom Group, Inc.

This online portal provides up-to-date information, education, loss prevention and training for you and your employees, including:

- **Model Workplace Forms and Policies**—Forms and policies designed for small businesses, including an application for employment, reprimand forms and model employee handbook policies in English and Spanish
- **Web-Based Training**—Online training courses available 24/7; topics include preventing discrimination, harassment and other employment claims
- **Knowledge Vault**—A library full of workplace-related articles, self-audit checklists and more
- **Additional Features**—Email notices of new articles, links to federal and state law resources, and the option to purchase a comprehensive model handbook from The McCalmom Group at a reduced rate

Employment Practices Consultation

Legal Hotline From Jackson Lewis, LLP

Jackson Lewis is one of the nation's largest and most respected employment law firms, representing management in the defense of harassment, discrimination, wrongful discharge and other workplace-related claims.

This consultative service connects you to attorneys who can provide proactive and practical information about a broad range of topics, including:

- **Appropriate steps to take** when investigating reports of harassment
- **Whether the FMLA or state leave laws apply** to your organization, and how they generally should be administered
- **How federal and state employment laws can apply** to your workplace issues
- **Overview of your organization's rights** with respect to the types of actions it could consider when an employee fails to perform job duties

Access the Hotline

Call 800-259-5589, Monday through Friday
9 a.m.–6 p.m. Central Standard Time



Workplace Risk Solutions Website Instructions

Registration

1. Choose a site administrator. We recommend having one person register your organization as the site administrator, and then register additional users.
2. Go to www.emc.wprsolutions.com
3. Click **Register Here** in Member Login box
4. Enter the passcode: **EMC-hrhelp**
5. Complete the registration form

Adding Users

Add Users Using Email Invitations

1. Click **Control Panel**
2. Select **Users**
3. Click **Recruit New Users**
4. Fill in the email addresses with a comma between each address
5. Add your own comments under **Additional Message**
6. Click **Submit** to send the emails

Add New Users Individually

1. Click **Control Panel**
2. Click **Add/Edit Approved Users**
3. Click **Add New User**
4. Fill out the new user form
5. Click **Submit** to complete the registration
6. Assign the new user a username and password

Questions? Call 888-712-7667 for customer support.

Contact Us

Contact your local EMC marketing representative, underwriter or loss control representative for more information.

