



**WHERE  
EMPLOYMENT LAW  
MEETS  
WORKPLACE CULTURE**

## **AUDIT**

A thorough understanding of your organization's processes, programs and systems is essential to ensure they reflect your core values, are applied equitably, and adapt to the evolving legal landscape. At Loutel, we take a comprehensive approach to auditing HR and related policies, analyzing them through both legal and cultural lenses. This dual focus ensures alignment with industry best practices, compliance with legal standards, and consistency with your organizational values.

We typically review:

- Employee handbooks, including all existing policies (leave, benefits, harassment/discrimination, remote work policy, etc.) and propose new policies that may be relevant but not included in the current handbook;
- Talent acquisition processes (source/recruit, screen, and hire talent) which includes analysis of background check procedures to ensure compliance with the FCRA;
- Analysis of compliance with Immigration and Nationality Act (INA) and the Immigration Reform and Control Act (ICRA) as well as an I-9 audit;
- Talent development programs (career mapping, employee learning and development, mentoring programs, development eligibility requirements);
- Performance management documents including evaluation criteria/processes;
- Leadership development programs, promotion processes, coaching, and L&D programs;
- Leadership competencies;
- Succession Planning documents;
- Demographic data;
- Strategic Business Plan;
- Organizational mission, vision, values
- Organizational chart;
- Communication mechanisms including communications regarding the complaint process for employees;
- Discrimination, Harassment and Retaliation training
- Any culture-related documents, policies, programs, training materials, etc.