



# Take the guesswork out of HR and compliance

Looking to keep your business ready and resilient for whatever lies ahead? Mineral™ is included as part of your UnitedHealthcare plan to help you handle even the most complex compliance issues with confidence.

## What can Mineral help you with?

- Keeping track of new laws and regulations
- Reducing your administrative burden
- Operating successfully in multiple states
- Addressing harassment, diversity and inclusion
- Supporting and motivating your employees

## Confused about the latest laws and regulations?

The Human Resources (HR) Compliance Library allows you to search by topic and access how-to guides, checklists, sample documents and more to make sure you're following best practices. Need more personalized advice? One of our HR-certified **Mineral Experts™** can give you clear, straightforward answers to your questions.



## Get started

Upon your policy effective date, you'll receive a welcome communication with instructions on how to set up your account. A Mineral representative will reach out to you to schedule a personal, live demo of everything Mineral can offer.



## With Mineral, you can:

### Monitor your organizational health

Access materials that include:

- HR Assessment
- Document Library
- Salary Compare
- Calculators

### Tackle HR and compliance basics

Answer questions, recruit talent and more with the help of:

- HR Compliance Library
- Job Descriptions
- Benefits Document Creator
- Compliance Calendar

### Step up your compliance game

Stay up to date on law changes and on top of daily tasks with:

- Smart Employee Handbooks
- Law Alerts
- To-Do Lists
- OSHA Log

### Boost employee engagement

Manage training from a single location using Learn. Choose from a variety of courses to help employees feel safe at work, including:

- Workplace Harassment Prevention
- Workplace Safety



### Have a diverse workforce?

Smart Employee Handbook Plus gives you the ability to create a multi-state-compliant handbook that's also available in Spanish.

## Education for nearly every scenario

Choose from 300+ online training courses\*



**Have questions?**

Call **1-866-469-7339** or visit [trustmineral.com](https://trustmineral.com) to learn more

United  
Healthcare

Mineral™

\* 300+ online training courses available as of Sept. 1, 2021, based on Mineral's training catalog.

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