

Envision

Strategize

Actualize

# ES&A

A LAW CORPORATION

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\*Works under the direction  
of a Hawai'i-licensed attorney

Higher value,  
lower cost.  
Fast turnaround.  
Alternative fee  
structures  
tailored to fit you.

## Next generation legal services

### ADVISING ORGANIZATIONS AND EMPLOYERS ON:

Labor and employment . Government contracts  
and grants . Business strategy

ES&A, Inc.  
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ES&A is a Certified Women-Owned Small Business (WOSB).



## ES&A legal services

### LABOR AND EMPLOYMENT LITIGATION

- Wrongful Termination
- Equal Employment Opportunity
- Labor Law
- Wage and Hour Law
- Employee Benefits
- Safety and Health
- Proprietary Rights
- ERISA Litigation

### BUSINESS TRANSACTIONS, INVESTMENTS & ADVICE

- ERISA
- Equal Employment Opportunity
- Labor Law
- Wage and Hour Law
- Employee Benefits
- Business Transactions, Strategic Planning and Organizational Development
- Human Resources Management
- Safety and Health
- Proprietary Rights
- Workplace Privacy

### GOVERNMENT CONTRACTS & GRANTS

#### BUSINESS ADVICE AND TRANSACTIONS

- Contract Competition and Formation
- Contract Administration

### BUSINESS STRATEGY

#### DESIGNING A BUSINESS FOUNDATION

- Entity Formation (for-profit and nonprofit)
- Corporate Governance (for-profit and nonprofit)

#### BUILDING THE BUSINESS

- Operations
- Compliance
- Litigation and Dispute Resolution
- Mergers and Acquisitions (labor, employment and benefits issues)
- Technology (intellectual property rights, transfer, licensing, export controls; cybersecurity, privacy)

#### CLOSING BUSINESS INTERESTS

- Dissolution and Wind-Up

## Fixed, flat, and hourly fees

### LABOR/EMPLOYMENT

#### FIXED MONTHLY FEE (see rate structure below)

- UNLIMITED TELEPHONE AND EMAIL ADVICE**
- ASSISTANCE WITH ROUTINE FORMS AND CONTRACTS** including handbooks, job descriptions, employment contracts, and settlement agreements

### LABOR/EMPLOYMENT/BUSINESS STRATEGY

#### FIXED MONTHLY FEE (see rate structure below)

- LABOR/EMPLOYMENT RETAINER SERVICES** plus
- CORPORATE GOVERNANCE** advice on fiduciary duties, updates of corporate documents, unrelated business income tax and related tax matters
- CONTRACT AND GRANT ADMINISTRATION**

#### FIXED MONTHLY FEES BASED ON:

- |   |  |
|---|--|
| <b>COMPANY SIZE</b>                             | <input type="checkbox"/> 100-249 employees |
| <input type="checkbox"/> less than 50 employees | <input type="checkbox"/> 250-499 employees |
| <input type="checkbox"/> 50-99 employees        | <input type="checkbox"/> 500+ employees    |

#### RATE LEVEL:

- MAINTENANCE LEVEL** for assistance with routine compliance and operational issues **OR**
- CHANGE LEVEL** for troubleshooting; assistance with restructuring, downsizing, mergers and/or acquisitions; and for initial 1st-month assessment for new clients.

### FLAT RATE PRODUCTS

- |   |  |
|---|--|
| <input type="checkbox"/> Summary Plan Description         |  |
| <input type="checkbox"/> Training series (customizable)   | <input type="checkbox"/> Individ. Agrmt (Simple, Exec) |
| <input type="checkbox"/> Handbook                         | <input type="checkbox"/> Job Descriptions              |
| <input type="checkbox"/> AAP (incl. logs and analysis)    | <input type="checkbox"/> Entity Formation (Simple)     |
| <input type="checkbox"/> Substance Abuse (State, DOT, CG) | <input type="checkbox"/> Entity Dissolution (Simple)   |

### HOURLY FEES

- |  |   |
|--|---|
| <input type="checkbox"/> Gov't agcy investigations, audits                 | <input type="checkbox"/> Labor & employment advice    |
| <input type="checkbox"/> Litigation (employment, incl. EPLI; labor, ERISA) | <input type="checkbox"/> Corporate governance         |
|  | <input type="checkbox"/> InfoSec policy advice        |
|  | <input type="checkbox"/> Technology regulatory advice |

### NEGOTIABLE FEES

- |   |   |
|---|---|
| <input type="checkbox"/> Strategic Planning           |   |
| <input type="checkbox"/> Training series & seminars   | <input type="checkbox"/> Reviews: <input type="checkbox"/> HR       |
| <input type="checkbox"/> Collective Bargaining        | <input type="checkbox"/> Cybersecurity                              |
| <input type="checkbox"/> Entity Formation (complex)   | <input type="checkbox"/> Nonprofit <input type="checkbox"/> Process |
| <input type="checkbox"/> Entity Dissolution (complex) | Improvement <input type="checkbox"/> Procurement                    |

Discounts available for nonprofits and government entities.

## Training series and seminars

### BASIC TRAINING SERIES (First Line Supervisors & Up)

- 3 sessions, 2-1/2 hours each; customized for your company
- Discrimination, Harassment & Retaliation Claims; Basic Risk Management
  - Recruitment, Interviewing & Selection; Communicating with Employees; Attendance & Timekeeping
  - Investigations; Coaching, Discipline & Termination

### MANAGEMENT TRAINING SERIES (Mid./Sr. Mgrs)

- 7 sessions, 10-1/2 hours total; customized for your company
- Bullying to Harassment to Violence; Diverse Workforces
  - Wrongful Termination vs. Effective Management
  - Reasonable Accommodations; Benefits & Leaves
  - Workplace Privacy
  - Compensation and Staffing
  - Unions
  - Strategic Issues: Technology; Employment Law Outlook

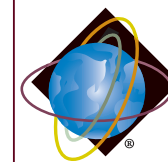
### TARGETED TRAINING SEMINARS

Select target areas from a wide range of topics in labor and employment, government contracting. Contact us for details.

### STRATEGIC PLANNING RETREAT (Executives)

We give you the tools to help design and build your company's strategic plan. Please contact us for details.

All training conducted onsite or at ES&A Training Room.



**EMPLOYMENT  
LAW ALLIANCE®**  
*Helping Employers Worldwide®*

The Employment Law Alliance is a network of over 3,000 attorneys in more than 135 countries as well as in all 50 U.S. states, pre-screened for quality and responsiveness. As the sole ELA member in Hawai'i, ES&A offers clients direct access to the strength and experience of this global resource. To learn more about ELA, go to [www.employmentlawalliance.com](http://www.employmentlawalliance.com)