

**WE LOOK AT YOUR BUSINESS FROM THE 30,000-FOOT LEVEL**



**AND FROM THE GROUND UP. EITHER WAY. WE DON'T LOOK DOWN.**

At ES&A, we're fearless about helping employers. We offer proactive legal advice to meet the unique challenges of doing business in Hawaii, and provide training that is tactical, trending, and strategic. Sample topics include:

#### **HR TOOLS**

How to design essential forms — org. charts, handbooks, manuals, job descriptions, and personnel action reports, checklists and logs — and why they matter.

#### **SEXUAL HARASSMENT**

In a #MeToo environment, it is more critical than ever to understand both federal and State of Hawaii legal definitions and obligations, and have effective risk management in place.

#### **REASONABLE ACCOMMODATIONS**

Interactive process for protected classifications; understand federal and state definitions of disability.

#### **INVESTIGATIONS**

How to conduct an effective internal investigation; its impact on litigation.

#### **GOVERNMENT CONTRACTORS**

Prevailing wage requirements (Davis-Bacon, Service Contracts Act, and Hawaii's Chapter 104); EEO/Affirmative Action requirements, incl. City & County of Honolulu.

#### **CULTURAL DIVERSITY**

For businesses new to Hawaii, a course on island "mixed plate" culture to enable communication and avoid conflict; overview of Hawaii employment law.

#### **CYBERSECURITY HYGIENE**

Assess risk tolerance, then clean up your cybersecurity act with up-to-date policies, training and documentation.

#### **HR DATA STORYTELLING**

Using big data for HR forecasting, compliance and strategic planning.

#### **BASIC TRAINING SERIES**

Management training for new supervisors, customized to address scenarios common to your company.

#### **MANAGEMENT TRAINING SERIES**

For mid-level to sr. managers. Topics incl. reasonable accommodations, diverse workforces, termination, compensation and staffing, privacy, unions, employment trends.

#### **STRATEGIC PLANNING RETREAT**

For executives. Tools to design and build your company's strategic plan.

**ES&A**  
A LAW CORPORATION