



# Take the guesswork out of HR and compliance



Looking to keep your business ready and resilient for whatever lies ahead? Mineral<sup>®</sup> is included as part of your UnitedHealthcare plan to help you handle even the most complex HR compliance issues.

## What can Mineral help you with?

- Operating successfully in multiple states
- Addressing harassment, diversity and inclusion
- Building and maintaining an employee handbook
- Answering questions in real time via a live HR-certified expert
- Running Mineral's Learning Management System

## 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. Need more personalized advice? One of the HR-certified **Mineral Experts™** can give you 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 Mineral 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
- ERISA docs

### 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 training

Manage training from a single location using Mineral Learn. Choose from a variety of courses to help with safety, compliance and professional development:

- Workplace Harassment Prevention
- Workplace Safety
- Data Security



### Have a diverse workforce?

Smart Employee Handbook Plus gives you the ability to create a multistate-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 [uhc.com/mineral](https://uhc.com/mineral) 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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