

# California Employee Handbook Compliance Analysis Report

Handbook Analyzed: handbook2  
Analysis Date: February 06, 2026  
Generated By: Axiom Legal Workflow  
Compliance Grade: N/A

## Compliance Summary

Compliant Items	15
Partially Compliant Items	1
Non-Compliant Items	4
Total Items Reviewed	20

# Detailed Compliance Analysis

## 1. At-Will Employment Disclaimer

Legal Citation: Labor Code §2922

Status: Present

Found on Pages: Pages 5, 9, 53

Risk Level: **Low**

Assessment: Compliant - Clear statements that employment is at-will and can be terminated by either party without cause.

Recommendation: None needed

## 2. Equal Employment Opportunity Policy

Legal Citation: Gov. Code §12940

Status: Present

Found on Pages: Page 7

Risk Level: **Low**

Assessment: Compliant - Comprehensive list of protected characteristics including newer additions like reproductive rights.

Recommendation: None needed

## 3. Anti-Harassment Policy

Legal Citation: Gov. Code §12940

Status: Present

Found on Pages: Pages 9-11

Risk Level: **Low**

Assessment: Compliant - Comprehensive policy covering all protected classes with definitions and reporting procedures.

Recommendation: None needed

## **4. Harassment Complaint Procedure**

**Legal Citation:** Gov. Code §12950

**Status:** Present

**Found on Pages:** Pages 9-11

**Risk Level:** **Low**

**Assessment:** Compliant - Clear reporting procedures, investigation process, and references to EEOC and C

**Recommendation:** None needed

## **5. Meal Break Policy**

**Legal Citation:** Labor Code §512

**Status:** Present

**Found on Pages:** Pages 17-18

**Risk Level:** **Low**

**Assessment:** Compliant - Detailed meal break requirements, timing, waiver provisions, and premium pay pro

**Recommendation:** None needed

## **6. Rest Break Policy**

**Legal Citation:** Labor Code §226.7

**Status:** Present

**Found on Pages:** Page 17

**Risk Level:** **Low**

**Assessment:** Compliant - Proper rest break schedule and premium pay provisions

**Recommendation:** None needed

## **7. Overtime Policy**

**Legal Citation:** Labor Code §510

Status:	Present
Found on Pages:	Pages 18-19
Risk Level:	<b>Low</b>
Assessment:	Compliant - Comprehensive overtime rules including daily, weekly, and alternative workweek p
Recommendation:	None needed

## 8. Paid Sick Leave

Legal Citation:	Labor Code §246
Status:	Present
Found on Pages:	Pages 21-22
Risk Level:	<b>Low</b>
Assessment:	Compliant - Covers eligibility, usage, family members, and anti-retaliation provisions
Recommendation:	None needed

## 9. California Family Rights Act

Legal Citation:	Gov. Code §12945.2
Status:	Present
Found on Pages:	Pages 30-34
Risk Level:	<b>Low</b>
Assessment:	Compliant - Comprehensive CFRA/FMLA policy with proper eligibility and procedures
Recommendation:	None needed

## 10. Pregnancy Disability Leave

Legal Citation:	Gov. Code §12945
Status:	Present
Found on Pages:	Pages 34-36

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Risk Level:	<b>Low</b>
Assessment:	Compliant - Detailed PDL policy with accommodation provisions
Recommendation:	None needed

## 11. Wage Statement Requirements

Legal Citation:	Labor Code §226
Status:	Present
Found on Pages:	Page 19-20
Risk Level:	<b>Low</b>
Assessment:	Compliant - References payroll stub itemization and error correction procedures
Recommendation:	None needed

## 12. Personnel Records Access

Legal Citation:	Labor Code §1198.5
Status:	Missing
Found on Pages:	Not found
Risk Level:	<b>High</b>
Assessment:	Non-compliant - No policy addressing employee right to inspect personnel records
Recommendation:	Add policy stating employees have right to inspect and copy personnel records within 30 days of request

## 13. Expense Reimbursement

Legal Citation:	Labor Code §2802
Status:	Present
Found on Pages:	Page 20
Risk Level:	<b>Low</b>

<b>Assessment:</b>	Compliant - Policy states company reimburses all necessary work-related expenses
<b>Recommendation:</b>	None needed

## 14. PAGA Notice

<b>Legal Citation:</b>	Labor Code §2699
<b>Status:</b>	Missing
<b>Found on Pages:</b>	Not found
<b>Risk Level:</b>	<b>High</b>
<b>Assessment:</b>	Non-compliant - No notice of PAGA rights or procedures
<b>Recommendation:</b>	Add notice informing employees of their right to file PAGA claims for Labor Code violations

## 15. Lactation Accommodation

<b>Legal Citation:</b>	Labor Code §1031
<b>Status:</b>	Present
<b>Found on Pages:</b>	Page 8
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant - Covers break time, location requirements, and anti-retaliation provisions
<b>Recommendation:</b>	None needed

## 16. Whistleblower Protection

<b>Legal Citation:</b>	Labor Code §1102.5
<b>Status:</b>	Present
<b>Found on Pages:</b>	Page 47
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant - Policy encourages reporting violations and prohibits retaliation
<b>Recommendation:</b>	None needed

## 17. Anti-Retaliation Policy

Legal Citation: Labor Code §98.6

Status: Partially Present

Found on Pages: Pages 7, 8, 20, 25, 28, 39

Risk Level: **Medium**

Assessment: Partially compliant - Anti-retaliation language appears in various sections but lacks comprehensive coverage.

Recommendation: Consider adding comprehensive anti-retaliation policy covering all protected activities

## 18. AI/Automated Decision Systems Policy

Legal Citation: SB 1001 (2024) - effective 2026

Status: Missing

Found on Pages: Not found

Risk Level: **High**

Assessment: Non-compliant - Required for 2026, no policy addressing AI use in employment decisions

Recommendation: Develop policy addressing AI/automated systems use in hiring, performance evaluation, and employee decisions

## 19. Emergency Contact Designation

Legal Citation: SB 294 (2024) - effective 2026

Status: Missing

Found on Pages: Not found

Risk Level: **High**

Assessment: Non-compliant - No policy allowing employees to designate emergency contacts for workplace

Recommendation: Add policy allowing employees to designate emergency contacts with confidentiality protections

## 20. Workers' Rights Notice

**Legal Citation:** SB 294 (2024) - effective 2026

## Summary

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**Status:** Missing

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**Found on Pages:** Not found

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**Risk Level:** **High**

**Assessment:** Non-compliant - Missing comprehensive workers' rights notice as required by SB 294

**Recommendation:** Add comprehensive workers' rights notice covering all Labor Code protections

*This analysis is provided for informational purposes only and does not constitute legal advice. Please consult with a qualified employment law attorney for specific legal guidance.*