

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 w |
| 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 repro |
| 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 |
| 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 CF |
| 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: | Low |
| 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: | Low |
| 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: | Low |
| 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 |

Risk Level: **Low**

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: **Low**

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: **High**

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: **Low**

Assessment: Compliant - Policy states company reimburses all necessary work-related expenses

Recommendation: None needed

14. PAGA Notice

Legal Citation: Labor Code §2699

Status: Missing

Found on Pages: Not found

Risk Level: **High**

Assessment: Non-compliant - No notice of PAGA rights or procedures

Recommendation: Add notice informing employees of their right to file PAGA claims for Labor Code violations

15. Lactation Accommodation

Legal Citation: Labor Code §1031

Status: Present

Found on Pages: Page 8

Risk Level: **Low**

Assessment: Compliant - Covers break time, location requirements, and anti-retaliation provisions

Recommendation: None needed

16. Whistleblower Protection

Legal Citation: Labor Code §1102.5

Status: Present

Found on Pages: Page 47

Risk Level: **Low**

Assessment: Compliant - Policy encourages reporting violations and prohibits retaliation

Recommendation: 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 comprehensiveness |
| 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 monitoring |

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

20. Workers' Rights Notice

Legal Citation: SB 294 (2024) - effective 2026

Summary

Status: Missing

Found on Pages: Not found

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.