

# California Employee Handbook Compliance Analysis Report

Handbook Analyzed: handbook1  
Analysis Date: February 07, 2026  
Generated By: Axiom Legal Workflow  
Compliance Grade: C

## Compliance Summary

Compliant Items	15
Partially Compliant Items	5
Non-Compliant Items	0
Total Items Reviewed	20

# Detailed Compliance Analysis

## 1. At-Will Employment Disclaimer

Legal Citation: Labor Code §2922

Status: Present

Found on Pages: Pages 8, 11

Risk Level: **Low**

Assessment: Compliant - Clear at-will disclaimer stating employment may be terminated by either party at any time.

Recommendation: None - adequately compliant

## 2. Equal Employment Opportunity Policy

Legal Citation: Gov. Code §12940, FEHA

Status: Present

Found on Pages: Pages 12-14

Risk Level: **Low**

Assessment: Compliant - Comprehensive EEO policy covering all protected classes including newer categories.

Recommendation: None - well-drafted and current

## 3. Anti-Harassment Policy

Legal Citation: Gov. Code §12940, Gov. Code §12950

Status: Present

Found on Pages: Pages 13-14

Risk Level: **Low**

Assessment: Compliant - Detailed harassment prevention policy covering all forms of prohibited conduct, including sexual harassment.

Recommendation: None - comprehensive coverage

## 4. Harassment Complaint Procedure

Legal Citation: Gov. Code §12950

Status: Present

Found on Pages: Pages 15-16

Risk Level: **Low**

Assessment: Compliant - Multiple reporting channels provided, investigation procedures outlined, confidential

Recommendation: None - meets requirements

## 5. Meal Break Policy

Legal Citation: Labor Code §512

Status: Present

Found on Pages: Pages 24-25

Risk Level: **Low**

Assessment: Compliant - Detailed meal period policy with proper timing (by 5th hour), waiver conditions, sec

Recommendation: None - thorough compliance

## 6. Rest Break Policy

Legal Citation: Labor Code §226.7

Status: Present

Found on Pages: Page 24

Risk Level: **Low**

Assessment: Compliant - Proper 10-minute paid rest breaks for every 4 hours worked, timing guidelines, and

Recommendation: None - adequate coverage

## 7. Overtime Policy

Legal Citation: Labor Code §510

Status:	Present
Found on Pages:	Pages 27-28
Risk Level:	<b>Low</b>
Assessment:	Compliant - Covers daily overtime (8+ hours), weekly overtime (40+ hours), and double-time re
Recommendation:	None - comprehensive

## 8. Paid Sick Leave

Legal Citation:	Labor Code §246
Status:	Partially Present
Found on Pages:	Page 56
Risk Level:	<b>High</b>
Assessment:	Non-compliant - References separate policy in appendix but appendix not provided. Insufficient
Recommendation:	Include complete paid sick leave policy with accrual rates, usage terms, and all required notices

## 9. California Family Rights Act

Legal Citation:	Gov. Code §12945.2
Status:	Present
Found on Pages:	Pages 64-69
Risk Level:	<b>Low</b>
Assessment:	Compliant - Comprehensive CFRA policy covering eligibility, leave reasons, procedures, job res
Recommendation:	None - thorough coverage

## 10. Pregnancy Disability Leave

Legal Citation:	Gov. Code §12945
Status:	Present
Found on Pages:	Pages 72-74

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Risk Level:	Low
Assessment:	Compliant - Detailed PDL policy with accommodation procedures, certification requirements, and reporting mechanisms.
Recommendation:	None - adequate compliance

## 11. Wage Statement Requirements

Legal Citation:	Labor Code §226
Status:	Partially Present
Found on Pages:	Page 26
Risk Level:	Medium
Assessment:	Partially compliant - References wage statements but lacks detail on required information to be provided.
Recommendation:	Add specific details about wage statement contents and employee rights to corrections

## 12. Personnel Records Access

Legal Citation:	Labor Code §1198.5
Status:	Present
Found on Pages:	Page 19
Risk Level:	Low
Assessment:	Compliant - Covers inspection rights, designated representatives, timing, and cost provisions for personnel records access.
Recommendation:	None - meets requirements

## 13. Expense Reimbursement

Legal Citation:	Labor Code §2802
Status:	Present
Found on Pages:	Pages 29-30
Risk Level:	Low

<b>Assessment:</b>	Compliant - Policy covers necessary business expenses, mileage reimbursement at IRS rates, none
<b>Recommendation:</b>	None - adequate coverage

## 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 provided regarding Private Attorneys General Act (PAGA) rights or procedures
<b>Recommendation:</b>	Add PAGA notice informing employees of rights under Labor Code §2699

## 15. Lactation Accommodation

<b>Legal Citation:</b>	Labor Code §1031
<b>Status:</b>	Present
<b>Found on Pages:</b>	Pages 39-40
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant - Comprehensive lactation policy covering break time, private space requirements, fair treatment, and reasonable accommodations
<b>Recommendation:</b>	None - thorough compliance

## 16. Whistleblower Protection

<b>Legal Citation:</b>	Labor Code §1102.5
<b>Status:</b>	Present
<b>Found on Pages:</b>	Pages 17-18
<b>Risk Level:</b>	<b>Low</b>
<b>Assessment:</b>	Compliant - Detailed whistleblower protection policy covering reporting procedures, protected activities, and retaliation prevention
<b>Recommendation:</b>	None - comprehensive coverage

## **17. Anti-Retaliation Policy**

**Legal Citation:** Labor Code §98.6

**Status:** Present

**Found on Pages:** Pages 14-15, 17-18

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

**Assessment:** Compliant - Anti-retaliation protections integrated throughout various policies including harassment prevention and discrimination.

**Recommendation:** None - adequate protection

## **18. AI/Automated Decision Systems Policy**

**Legal Citation:** SB 1001 (effective 2024, enhanced 2026)

**Status:** Missing

**Found on Pages:** Not found

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

**Assessment:** Non-compliant - No policy addressing AI or automated decision-making systems in employment decisions.

**Recommendation:** Add policy disclosing any use of AI/automated systems in hiring, evaluation, or employment decisions.

## **19. Emergency Contact Designation**

**Legal Citation:** SB 294 (2026)

**Status:** Missing

**Found on Pages:** Not found

**Risk Level:** **Medium**

**Assessment:** Non-compliant - No specific policy allowing employees to designate emergency contacts for workplace incidents.

**Recommendation:** Add emergency contact designation policy per SB 294 requirements

## **20. Workers' Rights Notice**

**Legal Citation:** SB 294 (2026)

**Status:** Missing

**Found on Pages:** Not found

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

**Assessment:** Non-compliant - Missing required comprehensive workers' rights notice.

**Recommendation:** Add workers' rights notice covering wage/hour laws, safety rights, and complaint procedures

*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.*