

Japanese Chamber of Commerce of Southern California

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**November 2013 JCCSC BUSINESS SEMINAR**

## **Employment Audits**

Join JCCSC for an informative seminar about employment audits. The primary purpose of an employment audit is to enable an employer to identify areas of concern and potential liability in order to comply with frequently changing labor and employment laws. In addition, an employment audit is a tool for an employer to identify personnel and human resources areas that need improvement, including policies and practices that should be modified, created and/or implemented. The topics that will be covered during the seminar include:

- Required Posters
- Hiring Processes
- Pay and Timekeeping Practices
- Disciplinary Procedures
- Employee Privacy
- Leaves of Absence
- Wage and Hour Issues
- Discrimination, Harassment, Retaliation
- Benefits
- Supervisory Training
- Independent Contractors
- Questions & Answers

Join David L. Cohen and Yuriko M. Shikai from the law firm of Neufeld Marks in exploring these issues.

**Tuesday, November 5, 2013**

JCCSC Office

244 S. San Pedro Street, Suite 410, Los Angeles, CA 90012

Parking: JACCC, lot parking \$4.00 after 4:00 p.m.

6:30 p.m. Registration/Networking Opportunity

7:00 – 8:00 p.m. JCCSC Business Seminar

Free for members, \$10 for non-members

President's Circle Members and Corporate Benefactors are invited FREE to all seminars.

**You may return this reservation form via facsimile to (213) 626-3070.**

**Or you may call (213) 626-3067 with your reservation.**

**Name:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

Please make your check payable to JCC and mail to: 244 S. San Pedro Street, Suite 410  
Los Angeles, CA 90012

**Check if you would like information about joining JCCSC:** \_\_\_\_\_ **Yes**