# **SixFifty Employment**

# Employment documents for every stage of the employment lifecycle

We worked with the top employment law firms in the nation to automate the contracts, policies, and documents you need to hire and manage employees in all 50 states. Our easy-to-use platform helps you generate and keep up to date the necessary documents for every stage of the employment lifecycle: **research**, **hiring**, **retention**, **and separation**.

# **Employment Agreements**

SixFifty's easy-to-use platform helps you generate the necessary documents to hire and manage employees in every jurisdiction across the country. Our document generators will help you easily customize legally compliant documents for every step—from onboarding to separation and everything in between.

# Start your document and select your state

SixFifty's intuitive tool walks you through the relevant laws in the employee's state so that you can make informed decisions and easily create the documents you need.

# Download, edit, and stay up to date

Export your offer letters, employee contracts, non-disclosure agreements, and more in an easy-to-edit format. We continuously monitor changes in employment laws across all 50 states and update our tools as soon as new laws take effect.

## **50-State Hiring Kit**

With SixFifty's 50-State Hiring Kit, you can generate an easy-to-understand blueprint of how to hire employees anywhere in the United States. The 50-State Hiring Kit is included in our Employment Agreements toolset.

# **Employee Handbook**

Keep your organization compliant in all 50 states with our comprehensive Employee Handbook builder. This document generator includes over 70 policy options that account for the law federally and in every state and are customizable according to industry and preference.

# Easily create your customized handbook

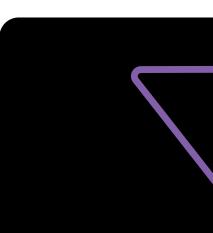
Our system asks you the same questions a lawyer would ask when building an employee handbook. We'll use your answers to give you tailored information about what policies you need, and generate a customized handbook.

### Stay current and compliant

We monitor changes in the law and notify you via email and within our platform. We'll tell you what's changed, and we make it easy to regenerate the affected policy.

# **Diversity, Equity, and Inclusion**

SixFifty's DEI tool will help you assess, evaluate, and implement strategies to create a more diverse and inclusive workforce. It contains a DEI assessment, action plan, vision statement, policies, candidate evaluation form, and exit interview form. These DEI documents are included in our Employee Handbook toolset.



"I would recommend SixFifty to any business. It has made my job as an HR professional much easier and I never have to worry if my contracts or policies are out of date because the SixFifty platform will let me know!"

-Jolie Raufeisen Benefits & HR Specialist, SPHR | Scale Computing



# Library of legal documents January 2023

Off-Duty Use of Facilities Policy

Organ, Bone Marrow, and Blood

# **Employment Docs**

### 50-State Employment Agreements

Offer Letter Employee Contract Arbitration Agreement NDA Generator (employment-specific) Independent Contractor Agreement Separation Agreement Separation Acknowledgment 50-State Hiring Kit

#### 50-State Employee Handbook

State by State Policy Assessment Policy Explanations Employee Handbook Employee Handbook Addenda Handbook Acknowledgment Anti-Bribery and Anti-Corruption Policy Affinity Group Policy Arbitration Policy At-Will Employment Agreement Background Check Policy Bereavement Leave Policy Business Expense Reimbursement Policy California Supplemental Paid Sick Leave (SPSL) Policy Code of Conduct Policy Company Property Policy Confidentiality and Trade Secrets Policy Crime Victim Leave Policy Desk Hoteling Policy Direct Deposit Policy Domestic Violence Victim Leave Policy Dress Code Policy Drug and Alcohol Abuse Policy EEO and Anti-Discrimination Policy Electronic Devices While Driving Policy Emergency Services and Civil Service Leave Policy Employee Benefits Policy Employee Classification Policy Employee Dating Policy Employee References Policy Employment of Relatives Policy Exit Interview Policy Expense Reimbursement Policy FMLA Policy Gifts Policy Health and Safety Policy Holiday Policy Immigration Law Compliance Policy Job Duties Policy Jury Duty Leave Policy Lactation Accommodation Policy Marijuana Policy Meal and Rest Break Policy Military Leave Policy Medical Donor Leave Policy

Donor Policy Outside Employment Policy **Overtime** Policy Paid Time Off and Vacation Policy Parental Leave Policy Payment of Wages Policy Pavroll Deduction Policy Performance Review Policy Personnel Files Policy Pet Policy Progressive Discipline Policy Public Relations Policy Punctuality and Attendance Policy Protected Activity Not Prohibited Policy Salary Pay Policy School Leave Policy Sexual Harassment Policy Sick Leave Policy Smoking Policy Social Media Policy Solicitation of Literature Policy Technology Systems Policy Telecommuting Policy Temporary Relocation Policy Timekeeping Policy Visitor Policy Video Conferencing Policy Voting and Election Official Leave Policy Weapons in the Workplace Policy Witness Duty Leave Policy Workers' Compensation Policy Workplace Violence Policy

# Work Schedules Policy COVID Workplace Policies

Workplace Readiness Assessment COVID Workplace Policy Employee Certification Employee Screening Employee Survey Reimbursement Policy Sick and Family Leave Policy Telecommuting Policy Travel Policy Vaccine Policy Vaccine Religious Exemption Form Vaccine Self-Attestation Form

#### California OSHA Documents

California Supplemental Paid Sick Leave (SPSL) Policy Cal/OSHA Assessment Cal/OSHA COVID-19 Prevention Program Cal/OSHA Hazard Identification Worksheet Cal/OSHA Investigation Report Cal/OSHA Outbreak Guidance Cal/OSHA Major Outbreak Guidance

#### Diversity, Equity, and Inclusion

DEI Assessment and Action Plan Anti-Discrimination Policy Candidate Evaluation Form Affinity Group Policy Exit Interview Form DEI Vision Statement

### New York Hero Act Plan

#### **Privacy Docs**

#### All-US Privacy

All-US Data Processing Assessment All-US Data Processing Assessment Quiz All-US Data Processing Agreements All-US Data Handling Policies All-US Privacy Notices General Privacy Notice

#### California Privacy (CCPA/CPRA)

California Consumer Privacy Notice California Data Processing Assessment Quiz California Data Processing Agreements California Data Processing Agreements California Data Handling Policies California HR Privacy Notice

#### Virginia Privacy (VCDPA)

Virginia Data Processing Assessment Virginia Data Processing Assessment Quiz Virginia Data Processing Agreements

Virginia Data Handling Policies Virginia Privacy Notice

#### Colorado Privacy (CPA)

Colorado Data Processing Assessment Colorado Data Processing Assessment Quiz

Colorado Data Processing Agreements Colorado Data Handling Policies Colorado Privacy Notice

#### Utah Privacy (UCPA)

Utah Data Processing Agreements Utah Data Handling Policies Utah Privacy Notice

#### Connecticut Privacy (CTDPA)

Connecticut Data Processing Assessment Connecticut Data Processing Assessment Quiz Connecticut Data Processing Agreements Connecticut Data Handling Policies Connecticut Privacy Notice

#### Europe Privacy (GDPR)

GDPR Compliance Policy for Controllers GDPR Compliance Policy for Processors GDPR Contract Addendum for Controllers GDPR Contract Addendum for Processors GDPR Website Privacy Policy Data Protection Impact Assessment (DPIA)

Legitimate Interest Analysis
China Privacy (PIPL)

PIPL Compliance Policy for Entrusted Parties PIPL Compliance Policy for Handlers PIPL Contract Addendum for Entrusted Parties PIPL Contract Addendum for Handlers PIPL Impact Assessment PIPL Website Privacy Notice

#### UK Privacy (coming soon)

UK Privacy Compliance Policy for Controllers UK Privacy Compliance Policy for Processors UK Privacy Contract Addendum for Controllers UK Privacy Contract Addendum for Processors UK Privacy Website Policy Data Protection Impact Assessment (DPIA)

### **Business Docs**

#### Non-Disclosure Agreements

General Non-Disclosure Agreement B2B SaaS Non-Disclosure Agreement Life Sciences Non-Disclosure Agreement

#### Advisors, Consultants & Contractors

General Advisor Agreement Scientific Advisor Agreement General Consulting Agreement Life Sciences Consulting Agreement Independent Contractor Agreement Independent Sales Representative Agreement Proprietary Information & Invention Assignment Agreement

#### General Commercial

Website Terms of Use Website Privacy Notice Services Agreement Master Services Agreement Master Subscription Agreement Referral Agreement Trademark / Copyright License Agreement Joint Development Agreement Material Transfer Agreement Equipment Purchase Agreement Equipment Lease Agreement Basic Written Agreement Basic Letter Agreement Media Release General Liability Release Late Payment Collection Letter Series

#### **Negotiation Documents**

Memorandum of Understanding Letter of Intent Term Sheet

#### Amendments, Notices & Consents

Amendment to Agreement Notice of Renewal Notice of Non-Renewal Notice of Change of Contact Information Notice of Termination Without Cause Notice of Termination For Cause Notice of Abandoned Property Notice of Assignment Reauest for Consent to Assignment of Agreement Consent to Assignment Assignment and Assumption of Agreement Waiver of Contract Rights Termination Agreement Mutual Rescission of Contract & Release

### Contract Provisions

Non-Competition Provision Non-Solicitation Provision Indemnification Provision Limitation of Liability Provision Dispute Resolution Provision Term & Termination Provision Force Majeure Provision

#### Governance, Equity & Finance

Board Meeting Minutes Unanimous Board Consent Secretary's Certificate Manager's Certificate Equity Award Plan Equity Award Agreement Convertible Note SAFE Note

sixfifty



For more information visit sixfifty.com/request-a-demo or scan QR code

