



COMPANY OVERVIEW

WHO WE ARE

Employment Practices Counsel, Inc (“EPC”) welcomes this opportunity to provide information about our capabilities. We are a woman and minority owned employment law and human resources consulting firm. EPC was founded by attorneys who offer their clients vast experience as legal counsel and human resources consultants. EPC has provided counsel and training services to companies of all sizes as well as state and local governments.

OUR SERVICE PHILOSOPHY

At EPC we measure our success by more than just an ability to serve our clients' unique needs, but by our ability to equip our clients with the skills and tools necessary to build a better, more productive workforce, while avoiding employment practices liability.

Teamwork is the foundation of all of our client relationships. EPC fosters collaborative efforts with each client so that we may work side by side to address complex employment related matters and help each client achieve its business goals.

EPC offers each client a return on its investment by practicing resource efficiency so that we can make a difference in the bottom line. EPC understands the value of time and money. We deliver the right solution at the right value for each client. In many respects, because of its unique nature, EPC is able to offer clients first-rate service at rates much less than traditional law firms. EPC offers a variety of rate structures including the traditional hourly rate, blended rates and flat fees to suit any clients budgeting needs

OUR EXPERIENCE

The legal consultants of EPC have extensive experience representing management in employment litigation matters as well as consulting with management to develop solutions to everyday problems. Our legal consultants are admitted members in good standing in many different jurisdictions and have previous experience in private practice, with corporate legal departments, as well as with municipal, county and state governments. Our experience litigating employment cases helps us better understand and appreciate the importance of effective preventive measures designed to limit liability. Our legal consultants conduct educational

seminars, lead investigations, prepare position statements, draft employment policies/procedures, and consult with clients on a variety of human resources and employee relations issues.

WHAT WE CAN DO FOR YOU

Employee Relations Consulting and Counseling: EPC works with human resource departments and managers to assist them in handling a variety of employee relations issues that arise in their day-to-day operations. Whether it is a question about the administration of discipline, performance management or handling a termination, the legal and human resources professionals of EPC have years of experience as well as the technical knowledge to help our clients bring any issue to resolution.

Affirmative Action Plan Development: Whether you have limited time to complete your affirmative action plan or you are unfamiliar with the regulations regarding the completion of affirmative action plans, EP can help.

Employee Handbook/Policy and Procedure Development: Our consultants will work with you to ensure that your policies, procedures and handbooks are in accord with your company culture and that they comply with the most recent federal and state laws.

We review and revise existing policies, procedures and handbooks to minimize your exposure to lawsuits, while ensuring that your employees are given the guidance they need.

Training and Development: EPC offers training on numerous employment related topics. Our programs are developed by a team of legal and human resources experts and are tailored to help employers communicate and reinforce appropriate standards of behavior and minimize the risk of legal liability. Our seminars focus on the following issues:

- Management Development
- Harassment and Discrimination Avoidance
- Equal Employment Opportunity Issues
- The Employment Relationship
- Conducting Effective Investigations
- Privacy in the Workplace
- Diversity Management
- Ethical Leadership

Investigative Services: Internal investigations can be difficult. Internal investigations conducted by internal personnel can be problematic on many levels including competency and personal relationships. EPC investigators are legally trained and highly competent. Our investigations are conducted with the highest level of integrity. We strive to make sure that our clients understand the good, the bad and the ugly of any situation with which they are faced. Our investigators can prepare detailed reports outlining interviews conducted, documentation reviewed and sites inspected. Our investigative reports contain the conclusions reached by the investigator based on all information at his or her disposal and, if requested, recommendations on how the client can address the issues presented. The legal experience of our investigators is another business advantage for our clients because it has helped ensure that our investigators are trained and competent to testify in any court of law regarding the investigations and the report generated.

Agency Response Services: The manner in which a response to an agency charge or complaint is drafted can often mean the difference between a dismissal of a charge at the agency level or protracted litigation. EPC attorneys have considerable experience before state and federal agencies including the Employment Security Commission, state human affairs or relations boards, Department of Labor, Equal Employment Opportunity Commission, National Labor Relations Board and Office of Federal Contract Compliance. At EPC we work with our clients to draft position statements that fully represent the client's interest and put the client in the best position possible to obtain a favorable decision from the agency.

Pre-Employment Screening Services: Hiring is expensive and bad hiring decisions can be costly. Failure to check the pre-employment history of prospective employees can expose an employer to significant liability if employees engage in bad behavior for which they have previously shown a propensity. Pre-employment screening is a proven way to reduce hiring risks, increase moral, minimize turnover and maximize the company's investment in its employees. EPC can assist employers in obtaining criminal histories, credit reports, previous employment histories, driving histories and other essential background information on prospective employees to help employers make informed and wise choices in hiring.



EMPLOYMENT  PRACTICES
COUNSEL, Inc.

North Carolina
P.O. Box 25008
Charlotte, NC 28229
(704) 454-7183 *tel*
(704) 631-4813 *fax*

Maryland
10 N. Calvert Street, Suite 930
Baltimore, MD 21202
(410) 244-6263 *tel*
(410) 347-3144 *fax*

www.epcounsel.com