

End-of-Year Policy and Training Checkup

Sarah Sawyer: Welcome to this week's OK at Work of myself, Sarah Sawyer, my colleague Russell Berger with attorneys at Offit Kurman. And today we are talking about just as we wrap up towards the end of the year, it's a time where everyone's reviewing their policies and procedures. Maybe we're doing trainings for employees thinking ahead, reflecting on the year that, we're closing out and looking forward to moving to the year ahead in 2026. And a big part of that, I know that's come up from my clients and for us as an organization, even at Offit Kurman also, is just to say, all right, this is a good time of year to, double check, make sure we got our trainings. I know we do a security training and those types of things. And giving people refreshers on policies, 'cause obviously we always talk about on OK at Work that policies are only as good as their implementation and people knowing about them and following them. So it's a good time of the year for a little bit of a checkup.

And I say checkup 'cause [00:01:00] also it's the flu season right now. Lots of germs floating around offices. What are some things that as we close out the year and headed into the new one, that it's a good opportunity for people to be looking at Russell?

Russell Berger: Yeah I agree.

I think this isn't a heavy lift. In most cases, you probably already have these policies drafted or they're in your handbook or you've got several one-off policies for them. But it's more just, a good time to get your compliance ducks in a row. As we wrap up the year, have you done the, required harassment trainings?

If you've got employees in states that, that require that kind of training, have you done the trainings that your insurance company requires or likes to see? Have you done cybersecurity training, which your insurance company may require and is certainly a good idea. Have you reminded employees of these policies, of best practices, of the right rules, of proper protocol for, if they're calling out sick, who do you call into? What's the right number? How do you reach the right person for your department to let them know that you're out, that sort of thing.

Sarah Sawyer: You see a lot more of that this time of year [00:02:00] as well.

And I alluded to it being like flu season, COVID season, germ season. Kids are back in school. People are gathering obviously for Thanksgiving and for the holidays. So people might need to make a lot more use of these policies during this time of year. People are gathering in the office spaces there's leftover food and things from various celebrations that everyone may have their hands in.

Russell Berger: Yeah. We're not in COVID times, thankfully. We should feel comfortable getting together and spending time together. But also, from an operational standpoint, we wanna be cognizant of germs and those sorts of things, and we don't wanna make it worse.

As we said many times during the COVID era probably a good time to, get rid of the communal pretzel jar and never bring it back. I still stand by that recommendation. But yeah, look, it's fine to gather obviously, but let's be smart about it. Not reckless.

Sarah Sawyer: Sometimes, you might still end up having to address some of these things with individuals as things might happen in different behaviors that [00:03:00] happen in an office place. But to the extent that you can get ahead of those things and be very broad and just making sure that folks are aware of policies and procedures, that's always preferable and we're always for proactivity here I think it's a good time to be proactive on these topics.

Russell Berger: Yeah, yeah, just a reminder, we have this policy, FYI. You should follow it.

Sarah Sawyer: All right. Well, thanks Russell. We'll see you next time.

Russell Berger: Thanks Sarah.