

Resources to help reduce your risk of employee lawsuits

When you're covered by Employment Practices Liability Insurance from Nationwide®, you can access two resources to help reduce or prevent costly employment claims.



Online Support



www.wprsolutions.com provides up-to-date information, education, loss prevention and training to you and your employees, with access to:

- **Sample Forms and Policies** — Including employment applications and human resources handbook policies in English and Spanish
- **Web-Based Training Modules** — Available 24/7, topics cover the prevention of discrimination, harassment and other employment claims
- **Knowledge Vault** — A library of workplace-related articles, self-audit checklists and more — driven by a powerful search engine for fast, easy searches
- **Plus** — Get email notices of new articles, links to federal and state legal sources, and a reduced price on a comprehensive Model Handbook from The McCalmon Group

To get started using this valuable resource, see instructions on back.

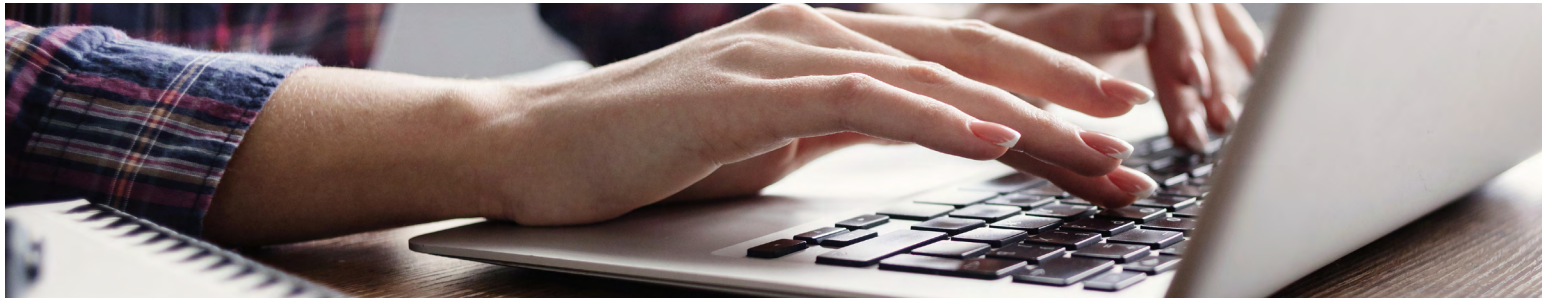
Legal Hotline



Get legal advice from Jackson Lewis, LLP, one of the nation's largest and most respected employment law firms.

- What are the appropriate steps to take when investigating harassment reports?
- How do federal and state employment laws apply to your workplace?
- What actions should your company take when an employee fails to perform?

For answers to these questions and more, call 1-800-259-5589,
9 a.m. to 6:00 p.m. Central Time, Monday — Friday.
Legal counsel available in English, Spanish, Chinese and Korean.



Workplace Risk Solutions Website: Getting Started

POLICYHOLDERS

1. **Select the site administrator.** We recommend that all company personnel handling Employment Practices register to use this site. Ideally one employee should register as the site administrator, then register additional users.
2. Go to www.wprsolutions.com.
3. Click **Register Here** in “Member Login” box.
4. Enter Passcode given to you by your agent.
5. Complete the Registration form.
 - Selecting Username and Password — Use the email address as the username and the organization’s name as the password.
 - Training Notice Screen — We suggest turning off all questions on the Training Notice screen (click No). You can adjust it later if you assign online lessons.

Questions? Call a Customer Service representative: **1-888-712-7667**

ADMINISTRATORS

Use the control panel to customize the site for your organization.

- **Add More Users** — There are two ways to add users:

1. Recruit New Users via Email:

- Click **Control Panel**
- Select **Users**
- Click **Recruit New Users**
- Fill in the email addresses of recruits with a comma between each address
- Add your own comments under **Additional Message**
- Click **Submit** to send emails

or 2. Add New Users Individually:

- Click **Control Panel**
- Click **Add/Edit Approved Users**
- Click **Add New User**
- Fill out the New User form
- Click **Submit** to complete registration
- Give the new user a user name and password

- **Change Training Settings** — The system automatically assigns all training modules to every user with a site profile of manager or above. The Site Administrator can change the default training settings:
 - Click **Control Panel**
 - Click **Training**
 - Select **Training Settings**
 - If you don’t want a set of lessons or bulletins, simply uncheck them
 - Change the due date by selecting a different length of time from the dropdown
 - Click **Submit** to save your choices

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