



FOR CLIENTS

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# Mineral<sup>®</sup> Platform<sup>™</sup> overview and premium offerings

**Mineral<sup>®</sup>**  
MITRATECH

# No matter where you are in your HR and compliance journey, each solution on the Mineral Platform™ offers tangible value.

From your platform package, Mineral Essentials, to Mineral's richer solutions, every product is built upon a combination of data, technology and Mineral's deep HR expertise so that businesses like yours can stay ahead of HR and compliance challenges.

## Mineral Essentials™ Package:

Your one-stop resource for all your HR Compliance needs.



### Smart Employee Handbook

Easily create Federal & Single state compliant handbooks in minutes, auto-updates as new laws & regulations are passed.



### HR Compliance Library

Law Alerts, up-to-date notifications, HR Assessment tool, compliance calendar.



### Learning Management System (LMS)

Over 250+ e-learning courses plus a custom course uploader tool, users earn certificates upon completion.



### Live Mineral Experts™

Unlimited access to an in-house team of ~80 certified HR and legal experts ready to answer your HR and compliance questions.



### Benefits Documents Creator

Meets ERISA requirements: Wrap, HRA, QTP, POP, FSA, dedicated support.



### HR Tools

Job description builder, salary comparison tool, minimum wage map, calculators, OSHA logs, toolkits, webinars, and more.



### OSHA300

Create summaries of work-related injuries and illnesses for employees to see.



### Branded Law Alerts & Newsletters

Sent via e-mail to your clients, tailored to their business, weekly & monthly.



## Mineral Essentials™

Even the best online HR and compliance tools and resources cannot resolve those situations when expert advice is needed. With your access to Mineral Essential, Mineral's flagship platform solution, you receive unlimited access to Mineral Experts who have deep expertise in employment law, benefits, compensation and employee relations. The Mineral team is ready to answer any HR and compliance questions and offer guidance on challenging workplace situations or complex legalese.

In addition, Mineral Essentials includes access to employee training courses to foster continuous learning and improve workforce skills. Courses cover the basics of compliance, human resources, customer service, professional development and much more.

### **With this Essentials platform package, you have access to:**

- Access to Mineral's HR Experts to answer complex HR and compliance questions
- Smart Employee Handbook Builder
- Benefits Document Creator
- A helpful To-Do list tool with actionable insights based on your company
- A robust library that includes how-to guides, checklists, forms and sample letters
- An online tool for uploading and managing employee training courses
- Mineral Intelligence - get proactive alerts on things that could impact your business
- Job Description Builder
- Salary Comparison Tool

## Mineral Premium Products

When you are looking to tackle a specific issue or build a stronger workplace culture, Mineral Premium Products will help set your organization up for success – even for the most complex HR and compliance challenges. These add on solutions build upon your Mineral platform and include:

- Smart Employee Handbook Plus: A Smart Employee Handbook builder that covers multiple states, including select local policies, Spanish translation, and the ability to manage employee acknowledgments with e-signatures.
- Premium Learn course catalogs to further expand training across popular topics not available in the core course offerings in Mineral Essential.
- Anonymous Reporting: A tool for businesses and employees to manage communication and resolution confidentially.
- Guided HR Compliance: A bundled solution that matches a Dedicated Mineral Expert with your business to support specific HR needs and goals and also includes access to the Smart Employee Handbook Plus and Workplace Harassment Prevention.

## Mineral Essentials™ platform features:

Features	Description	Mineral Essentials™
Mineral Platform™	Mineral Platform is a one-stop solution that provides tools, templates, resources and easy-to-understand information that helps you stay on top of and manage your HR and compliance challenges.	✓
Mineral Intelligence™	Mineral Intelligence provides proactive regulatory insights tailored to your business, while also providing you with clear action items and the ability to create to-do lists to help you better manage compliance.	✓
HR Compliance Dashboard	View at-a-glance federal and state regulations impacting your business at different employee count levels.	✓
HR Assessment	Take the HR Fitness Test to identify your strengths and potential HR gaps and risks.	✓
Notifications	Receive notifications on any important law and regulatory updates through in-platform alerts and email communications..	✓
Smart Employee Handbook	Create, manage and maintain a federal and single state compliant handbook using Mineral's guided and intuitive interface. Continuously update by quickly incorporating new policy recommendations so your business stays proactively compliant as laws and regulations change.	✓
Learn Learning Management System (LMS)	Easily assign, track and schedule employee training in a single location. Upload your own in-house training. Add optional premium course catalogs through Mineral upgrades to enrich and expand the curriculum.	✓
HR Compliance Library	Access federal and state laws and regulations, paired with a robust document library containing how-to guides, actionable checklists, sample letters as well as government forms to address HR questions and needs.	✓
Benefits Document Creator	Create benefits documents, including a premium-only plan (POP) document to comply with IRS requirements and a WRAP summary plan description (SPD) to meet ERISA disclosure requirements.	✓
Mineral Experts (Live HR Assistance)	Gain unlimited access to Mineral Experts; certified HR experts with an average of 18+ years of experience, who are ready to answer your HR and compliance questions.	✓
Employee Training & Development Courses	Foster continuous employee learning with core courses offered in Mineral Essential that support compliance, safety, and professional development.	✓

\*Current partner limitations may apply. Talk to your Mineral Account Manager for details.

## Mineral Premium Products and Learn Course Catalogs:

Mineral Premium products including Premium Learn course catalogs help build a safer, compliant and healthier workplace and can be added to your Mineral Essential platform package.

Product	Description
Smart Employee Handbook Plus	Adds to the power of the Smart Employee Handbook by including multi-state compliance as needed, electronically requesting and collecting employee acknowledgement signatures and maintaining a Spanish language version to support a diverse workforce. Beyond State and federal policy support, there is also inclusion of some local policies.
Guided HR Compliance	Manages complex challenges with confidence. A dedicated HR expert, who is paired to your account, will help you create a strong HR and compliance foundation. Make the most of your HR guidance through also using our most popular Mineral HR solutions, including Smart Employee Handbook Plus and Workplace Harassment Prevention.
Anonymous Reporting	Equips employees to confidentially report workplace concerns before they become problems. Anonymous Reporting enables HR managers to receive, manage and respond to reports and implement corrective actions enabling a safe, trusting and inclusive workplace.

Mineral offers access to hundreds of courses with new learning formats and more language options. By adding these Premium Learn course catalogs to your Mineral Platform offer, you can help retain, grow, and up-skill your employees.

Course Catalogs	Description
Workplace Harassment Prevention	Provides interactive state-mandated topics to ensure compliance and build inclusion into the workplace culture. Diversity, Equality and Inclusion training is included to augment and reinforce learnings from mandated topics.
Workplace Safety	Helps reduce potential hazards and safety incidents while building a workplace focused on maintaining healthy employees. Coursework takeaways include best practices on topics ranging from personal protective equipment and ladder safety to more detailed training on hazardous materials and transportation.
Diversity, Equity, Inclusion & Belonging	Builds employee skills and knowledge to support a healthy, more diverse and inclusive workplace.
Health & Wellness	Provides health and wellness training for employees to help them stay healthy.
Microsoft Computer Skills	Ensures employees are skilled in using Microsoft, the world's most popular enterprise software suite, for their daily tasks and productivity.
Cybersecurity	Provides training for employees to help them identify and respond to security threats and cyber-attacks.
Leadership & Management	Equips employees with the skills and knowledge to more effectively lead their teams.
Communication	Coaches employees on how to clearly and effectively communicate and collaborate with colleagues, customers, and stakeholders.

\*Pricing and availability of premium products may vary. Contact your Mineral Account Manager for more details.

Visit [trustmineral.com](https://trustmineral.com) for more information.

#### About Mineral

Trusted by more than 1 million companies, Mineral combines data, technology, and human expertise to take the guesswork out of HR and compliance. Partnering with insurance brokers, PEOs and HCMs, Mineral has built the largest HR community in the U.S. Mineral was formerly known as ThinkHR and Mammoth. Learn more: [trustmineral.com](https://trustmineral.com).

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