

# Human Resources

## Business Solutions

Products and services may be key differentiators, but nothing is more critical to building and maintaining a competitive edge than people. There are unique challenges inherent to managing human resources and that's why Lithtex is committed to helping you reduce employee turnover, train management on employment best-practices, avoid litigation, comply with regulations and develop sales and customer service development programs.

### Optimize Employee Performance

To maximize your staff's contribution to the company, you must increase employee retention, train your teams, and communicate effectively with all employees. We will help you develop systems that:

- Gauge employee satisfaction through proactive surveying.
- Reinforce messages about your valuable employee benefits and professional growth opportunities.
- Make employees feel they are informed of company happenings.
- Support managers' efforts to motivate their employees.

### Manage the Business of Human Resources

With a workforce comes substantial management and paperwork. At Lithtex, we'll help you meet and streamline the requirements and inherent challenges of employing a staff. We will team up with you to:

- Communicate hiring guidelines to all managers.
- Streamline production of required paperwork, forms and filings.
- Communicate practices for creating a work environment that complies with accepted standards and avoids litigation.

### Our Solutions

We will help you achieve your business initiatives with efficient solutions that:

#### Optimize employee performance through:      Manage the business of HR with:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Digital printing for short-run training materials</li><li>• Employee satisfaction surveys</li><li>• Newsletters</li><li>• Benefits kits</li></ul> | <ul style="list-style-type: none"><li>• Company handbooks</li><li>• Training materials</li><li>• Digital printing</li><li>• Policy manuals</li><li>• Fulfillment of forms and new-hire kits</li></ul> |
|---|---|