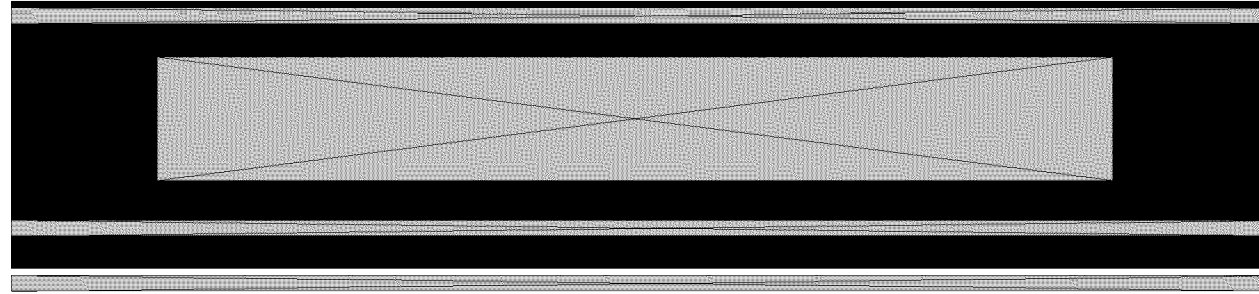


To: Dravis, Samantha[dravis.samantha@epa.gov]
From: CommercialLawWebAdvisor
Sent: Fri 12/1/2017 1:11:29 PM
Subject: Announcing Our January Webinars!



Join us for these webinars! Just click on the title for more details and registration information.

COMING SOON!

[The Attorney-Client Privilege: Beyond the Basics](#)

NEXT WEEK!

[Beyond the Basics of Contract Drafting: Exploring the More Complex Details](#)

[How to Read an Insurance Policy: Understanding Your Coverage Before a Loss Occurs](#)

protect your company's interests before that scenario takes place? Can you use a Non-Compete/Non-Solicitation Agreement to limit the damage? Yes, if you know how to draft one that is enforceable. Please join us as we examine the key considerations for requiring that employees sign a non-compete agreement, factors that will impact whether an agreement can be enforced, and alternatives to a non-compete agreement that should be considered.

How to Conduct a Workplace Investigation: Reduce Employer Risks

December 6, 2017 @ 1 PM (ET)

The normal disciplinary process requires an employer to conduct a fair and thorough investigation before disciplining an employee. How the investigation is conducted often becomes the object of legal challenge and possible personal liability for the investigator. Further, the NLRB's recent confidentiality rules represent an additional requirement which employers must now add to their list of the do's and don'ts they need to be aware of when conducting an investigation. Please join us as we take you through the steps for conducting a thorough and lawful workplace investigation that helps you to decide if a disciplinary action is even warranted.

JANUARY WEBINARS NOW AVAILABLE!

Attorneys and Privacy: Understanding Your Obligations and Professional Responsibility, Including Email and Electronic Communications

January 10, 2018 @ 1 PM (ET)

The Model Rules of Professional Conduct changed in the last few years to take a more proactive approach to privacy obligations for lawyers. This webinar provides an overview of the relevant rules of professional conduct and the changes that have recently been implemented to address the intersection of technology and effective representation. We apply these rules to areas including use of the cloud, encryption of emails, use of public Wi-Fi, and other applications. The session will leave the participants with a better understanding of the importance of taking preventive measures to minimize their exposures to ransomware attacks and hacking.

The Letter of Intent: A Tool That Can Cut Two Ways

January 11, 2018 @ 1 PM (ET)

The simplest definition of a Letter of Intent is "a document containing a declaration of the intentions of the writer." This simple, circular definition belies the ever-burgeoning body of case law generated by disputes over LOIs. These disputes typically turn on one recurring question: Did the parties to the LOI intend for it – or at least some of its terms – to be contractually binding? Consequently, commentators have frequently referred to LOIs as "minefields." This webinar explores why so many business people use LOIs, examines numerous examples and—where the LOI led to litigation—reviews the issues and outcomes in the reported court opinions.

Leave Law Quandary: When to Apply the ADA, FMLA and Workers' Compensation

January 11, 2018 @ 1 PM (ET)

Nothing can trip HR professionals up as much as the Bermuda triangle of leave laws, which include the Americans with Disabilities Act, the Family Medical Leave Act, and Worker's Compensation. Not only are these laws complicated and legalistic, but also they are difficult to apply correctly. What is a "Serious Health Condition" under the FMLA? Who is a "qualified individual with a disability"? When is a worker entitled to worker's compensation and how does it work when an employee is out on FMLA? What is a reasonable accommodation under the ADA? How does light duty fit into all of this? Please join us as we provide the answers to these and many more questions to help you steer clear of the problems that this Bermuda triangle of leave laws can create.

Employees with Chronic Illnesses: Understanding Your Legal Obligation to Accommodate

January 16, 2018 @ 1 PM (ET)

Many working-age adults with chronic health conditions are able to continue to work while being treated or expect to return to work once their treatment is completed. For HR this raises a new set of questions not only relating to the accommodations that may need to be made, but also whether and how the ADA and FMLA apply to those chronic illnesses and what these laws require HR to do. Please join us as we review your legal obligations under the ADA, FMLA and GINA for accommodating employees with chronic illnesses, and offer best practice tips for dealing with a perilous legal situation at a time of great employee stress.

How to Protect Your Organization from Sexual and Unlawful Harassment Complaints

January 23, 2018 @ 1 PM (ET)

As we have seen in the news recently, sexual harassment in the workplace is all too common. In too many cases,

organizations have ignored the claims or swept the issue under the rug. Recent victims' stories suggest that organizations are neither properly preventing harassment from occurring in their workplaces nor responding properly when an allegation is made. With many more victims likely to come forward, potentially even at your organization, you must ensure they you are ready and know how to properly respond. That said, preventing harassment from happening in the first place is critical to mitigate the organization's risk. This webinar provides best practices when responding to workplace harassment allegations and provides strategies to help your organization best protect itself from potential workplace harassment claims.

2018 Employment Law Outlook: New Year Brings New Traps and Enforcement Priorities

January 25, 2018 @ 1 PM (ET)

Labor and employment law continued to evolve across a number of different fronts in 2017 during and after the transition to a new administration, and the same is likely to continue throughout 2018. Ongoing uncertainties continue to impact employers as laws and regulations continue to change, particularly when it comes to issues such as the ACA employer mandate, FLSA requirements, the EEOC's strategies and enforcement agenda, new OFCCP regulations and requirements, and a number of other areas. This practical webinar offers analysis and guidance relating to the ongoing and new compliance challenges you will be dealing with throughout 2018, and helps you to understand the key points not to be overlooked when facing these new requirements.

How to Conduct an HR Audit: A Comprehensive HR Compliance Report Card

January 25, 2018 @ 1 PM (ET)

Your company's ability to effectively comply with federal and state employment laws and regulations depends on a number of factors including: employee training; current, clear and comprehensive employment policies and procedures; and your decision makers' understanding of (and ability to navigate within) the applicable legal and regulatory landscape. One of the best ways to ensure ongoing HR compliance is to periodically conduct an HR audit. Learn how to conduct an HR Audit that will not only leave you with a better understanding of the applicable laws and regulations, but also with a practical plan for ensuring the various federal and state legal requirements are addressed in your HR policies, forms and other documentation, and by management on a day-to-day basis.

Non-Compete Agreements and Restrictive Covenants: Protecting Your Organizational Investments and Interests

January 30, 2018 @ 1 PM (ET)

You make great investments in training, support and developing an employee and then that person leaves and uses all of that special knowledge to take your customers and business secrets to a competitor. How can you protect your company's interests before that scenario takes place? Can you use a Non-Compete/Non-Solicitation Agreement to limit the damage? Yes, if you know how to draft one that is enforceable. Please join us as we examine the key considerations for requiring that employees sign a non-compete agreement, factors that will impact whether an agreement can be enforced, and alternatives to a non-compete agreement that should be considered.

Telecommuting Employee Regulatory Requirements: Step-by-Step Employer Review

January 31, 2018 @ 1 PM (ET)

It's estimated that nearly two-thirds of employers offer some form of work-at-home employment arrangement for their employees. Yahoo, however, appears to be bucking the trend with its recent announcement that it will no longer encourage telecommuting for its workforce. Regardless of your employer's position, many employers fail to pay enough attention to the regulatory requirements and the related risks and potential liabilities that go along with at-home employee work arrangements. Please join us for step-by-step guidance on how to avoid the legal pitfalls associated with your telecommuting workforce.

DECEMBER WEBINARS AVAILABLE!

Corporate Governance and Interacting with the Board: The Financial Officer's Role in Decision-Making

December 13, 2017 @ 1 PM (ET)

Executives and the board of directors frequently look to the financial officer for advice to keep them (and the business) out of trouble. As such, the financial officer role has become more and more entrenched in the corporate decision-making process. Financial officers need to understand how to work with the board effectively, balancing their legal and business obligations to the company. Please join us as we examine the important relationship between the corporate board and the financial officer and provide strategies to ensure a successful partnership.

Psychiatric Disabilities: How to Accommodate & Reduce Employer Risk and Liability

December 13, 2017 @ 1 PM (ET)

Do you know: what qualifies as a psychiatric disability ... how an employee's psychiatric disability is determined ... what types of accommodation an employer is required to make ... which regulations, in addition to Americans with Disabilities Act, determine the employer's response? Let us take you step-by-step through what you should consider -- from certifying an employee as having a psychiatric disability and required employer accommodations, all the way to the additional regulations which an employer should be concerned with as well.

Hiring Employees in Canada or Mexico? Employment and Labor Law Issues You Need to Know

December 20, 2017 @ 1 PM (ET)

Despite their geographic proximity to the United States, Canada and Mexico have employment and labor laws that differ materially from those of the United States, with many more laws that protect the employment, compensation, separation and data privacy rights of employees. Please join us as we focus on many of the employment and labor laws of Canada and Mexico that U.S. and other multi-national employers interested in hiring employees in Canada and/or Mexico, or placing employees in either country, should understand in order to best comply with the laws and leverage their business opportunities.

[See a full list of upcoming webinars.](#)

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