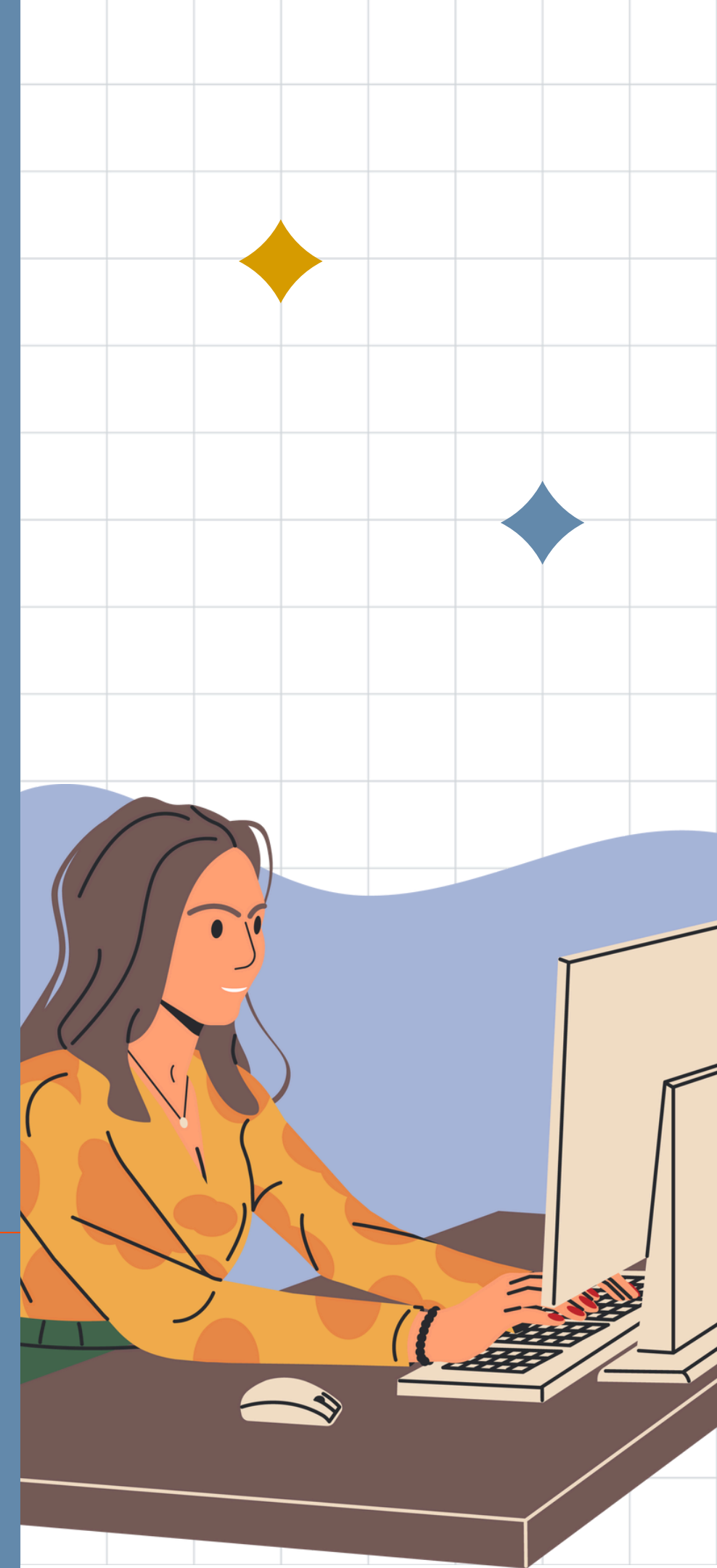




The One Tool Every HR Person Wants...NEEDS!



Harder to Run a Department, Business, or Team

- Complexity of everchanging laws and best practices.
- Off-the-shelf tools can't keep pace with needs.
- Little time and budget for vendors, consultants and attorneys.
- You need simplicity: a single place to turn to ensure their business is ready and resilient.



Why do HR People Need this?



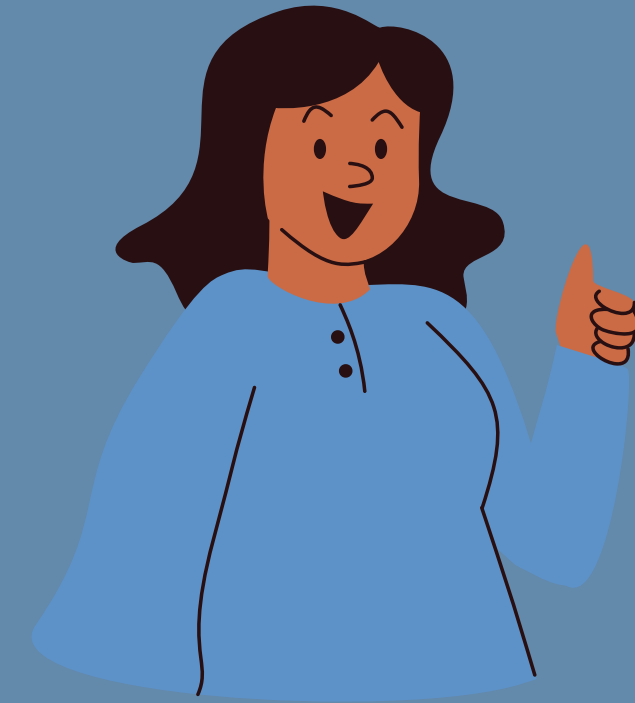
Proactive & Vigilant

Leverage data and intelligence to create a predictive, proactive HR & compliance platform.



Technology & Human Expertise

Through a combination of intelligent guidance and human expertise, It is the only company that offers a single, comprehensive solution to the HR & compliance needs of small businesses.



Personalized

You get expert advice tailored to your situation. It's no wonder that more small businesses trust This system with their HR and compliance needs than any other company.



Mineral Platform™

Power of data, technology, and human expertise,
all in one place. Built and Perfect for:

- 1. HR Newbies
- 2. Small HR Teams that need efficiency
- 3. Fractional HR Businesses
- 4. Larger HR Teams that want knowledge

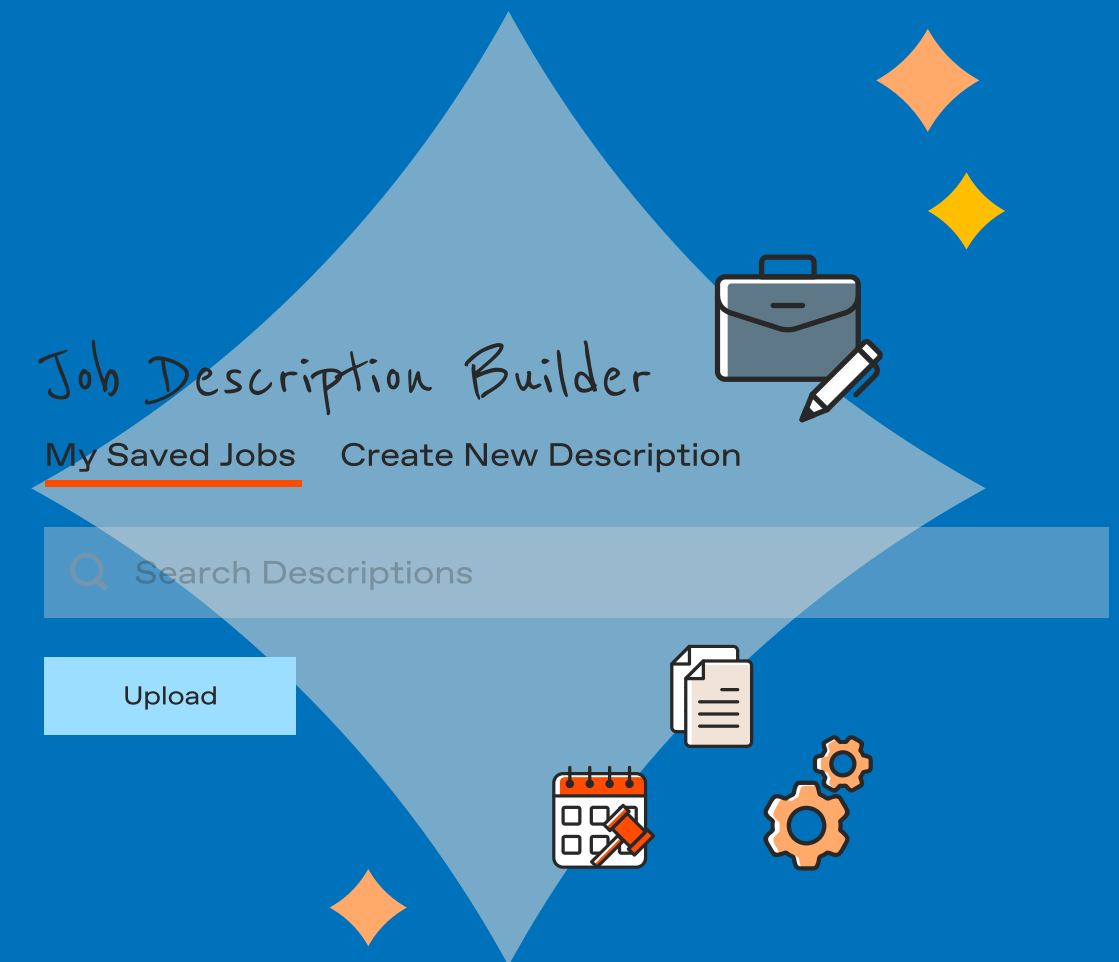
SO WHAT CAN IT DO? Let's see:

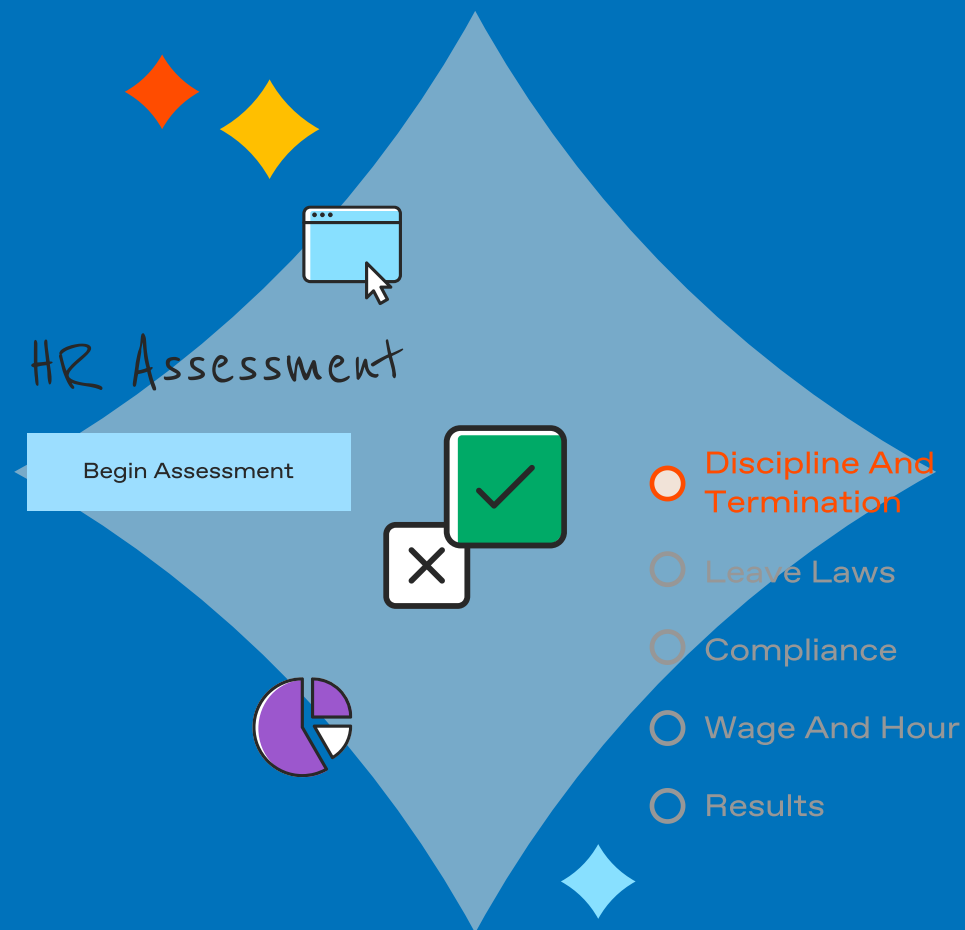




Tackle HR and compliance basics

- **HR Compliance Library:** Utilize this single, searchable source to answer your HR and compliance questions and keep you current on the latest laws and regulations.
- **Job Description Builder:** Use this library of customizable templates to review, save and download the perfect job description for your organization.
- **Benefits Document Creator:** quickly create and maintain benefit plan documentation to share with employees and stay compliant with federal laws such as ERISA.
- **Compliance Calendar:** Don't miss an important HR milestone. Track key standard compliance dates, including descriptions and links to reporting agency sites.





Monitor your organizational health

- **HR Assessment:** Answer this simple questionnaire to assess your overall organization's HR and compliance health, identify gaps, eliminate potential risks and create list of action items.
- **Document Library:** Take advantage of customizable forms, letters, policies and toolkits to help you stay on top of HR and compliance.
- **Salary Compare:** search compensation rates for thousands of job categories to make sure you are providing compensation aligned to your market, size and desired experience level.
- **Calculators:** swiftly obtain the data points you need to make smart decisions for your business around cost per hire, absenteeism and ACA (Affordable Care Act).

Step up your compliance game

- **Learn:** manage all your employee's training needs in a single location. Easy to assign, track and schedule training through the learning management system to keep employees educated and engaged.
- **Smart Employee Handbook:** create and maintain federal and single state employee handbooks. Whenever applicable laws and regulations change, receive proactive alerts in order to keep policies current and compliant.
- **To Do:** keep yourself focused on critical actions with personalized To Do's that enable you to stay organized and on top of your requirements and HR tasks.
- **OSHA log:** run through step-by-step walkthrough of the required information for recording and submitting reportable workplace incidents. The easy-to-use templates can be downloaded for simple submission.



Smart Employee Handbook Plus

All the power of Smart Employee Handbook with enhanced ability to create multi-state compliance handbook and more.

- Timely alerts and updates
- Multi-state coverage with local policies
- Employee e-signatures
- Spanish translation

Simply fill out a short questionnaire to easily generate a federal and multi-state compliant handbook available for immediate download.

As laws and regulations change, we'll send a notification and automatically update applicable policies in the handbook.

The screenshot shows the 'New Handbook' creation page on the Mineral™ website. The page has a navigation bar with links to HR Compliance, Company Policies, Safety, Training, HR Tools, Templates, and Resources. The main form is titled 'New Handbook' and contains several sections:

- Handbook Information:** Includes fields for 'Handbook Name' and 'Handbook Type' (currently set to 'Federal + One-State').
- Company Information:** Includes fields for 'Company Name', 'Company Logo' (with a 'Select File...' button), 'How do you refer to your Company?' (set to 'Company'), 'How do you refer to your Employees?' (set to 'Employees'), 'Head of Company', 'Head of Company Title', 'Primary Contact', and 'How do you refer to your managers/supervisors?'.
- Employee / State Information:** Includes a 'Choose States' dropdown (currently set to 'Illinois') and an 'Add State' button.

A modal window is open over the 'Handbook Type' dropdown, showing the following options:

- Federal + One-State
- Multi-State (highlighted with a hand cursor)
- Federal + One-State
- Multi-State

The footer of the page includes the Mineral logo, copyright notice (© 2021 Mineral, Inc. All rights reserved), and links to Privacy Policy and Terms of Service.

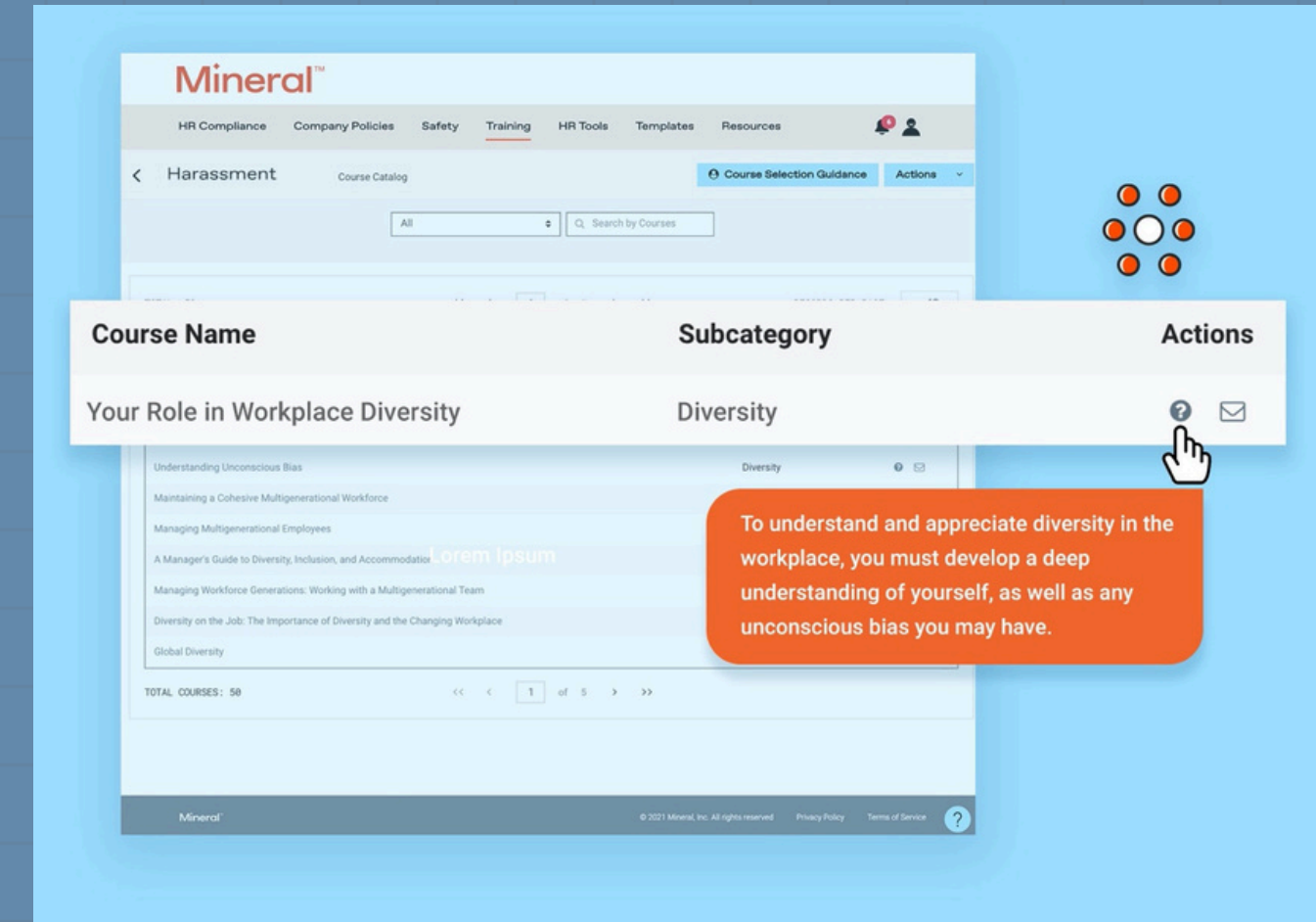
Workplace Harassment Prevention Training

Take proactive steps against workplace harassment with a comprehensive catalog of awareness and prevention training. These online courses teach both employees and managers how to identify, handle and report difficult, real-world situations in the workplace.

- Meet state training mandates
- Easily assign and track completions
- Track and maintain completion records

Compliant with state-mandated training, including tracking

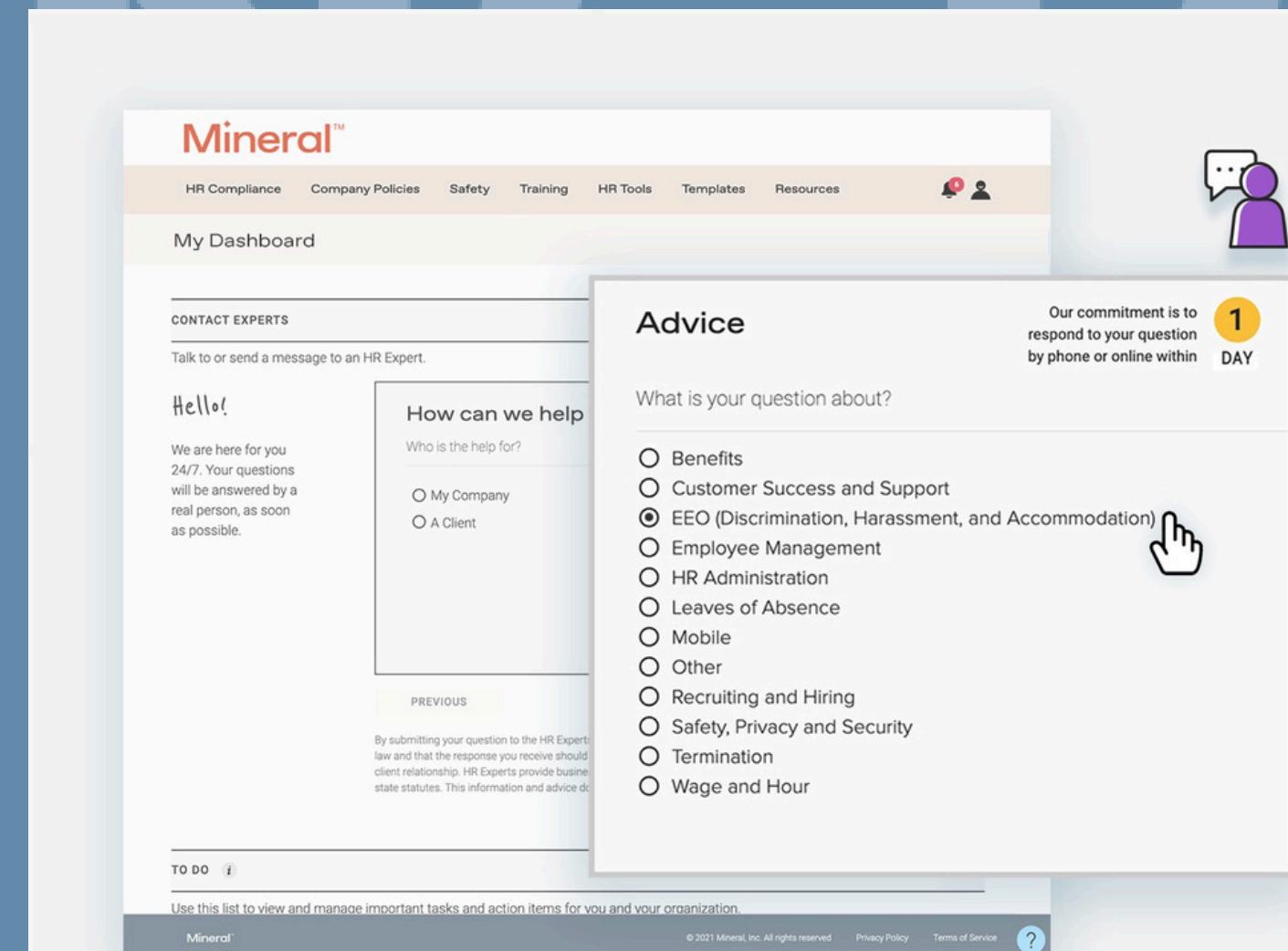
Training courses for managers and employees



Find answers you need backed by HR and legal experts

What can a Mineral Expert help with?

- Conflict resolution
- Document review
- Employee relations
- Hiring and termination
- Leave of absence
- Performance management
- Policies and procedures
- Safety and health
- Wage and hour
- Worker classification
- Workers compensation
- Workplace harassment





AND

Mineral[®]

We have Combined to create a Unique offering Including:

- Base People Risk Management Platform
- Living Handbook
- Living Handbook Plus
- Workplace Harassment
- 180 Additional Training Courses and Learning Management System

This is a \$60,000 annual value. We offer it to our partners for \$540 per month