

# Cumming-Forsyth County Chamber of Commerce

## The ABCs of Policies, Procedures and Handbooks

Presented by Fisher & Phillips LLP



**Thursday,**

**April 18, 2013**

**DeKalb Office**

1320 Ridgeland Parkway

Alpharetta, GA 30004

7:45 a.m.

Registration

8:00 a.m. - 10:30 a.m.

Program

**Cost**

\$25 for Chamber Members

\$30 Non-Chamber Members

*Registration Required*

### Overview of Event

8:00 a.m.

*Welcome:*

Jason Mock, Cumming Forsyth Chamber of Commerce

8:10 a.m.

*Greeting:*

Kelly Sloan, Georgia United Credit Union

8:20 a.m.

*Introduction of Speaker:*

Nicole Smith, Fisher & Phillips LLP

8:25 a.m. - 9:25 a.m.

*Presentation:*

Tracy Moon, Partner, Fisher & Phillips LLP  
The ABCs of HR Handbooks

9:30 a.m. - 9:45 a.m.

*Questions & Answers*

9:45 a.m. - 10:00 a.m.

*Announcements*

10:00 a.m. - 10:30 a.m.

*Business Networking*



### About the Speaker

Tracy Moon is a partner in the Atlanta office. He represents employers in all aspects of labor and employment law. His experience includes representation of employers before state and federal trial and appellate courts in matters under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Americans With Disabilities Act, Family and Medical Leave Act, and a variety of state law wrongful discharge, contract and tort claims.

### About Fisher & Phillips LLP

Fisher & Phillips LLP is one of the largest firms in the country representing management exclusively in the areas of labor and employment law. We are committed to providing value to our clients and recognize that we are in the client service business. In every matter we handle, we seek to identify your primary business objective, design a solution to fit that objective, and implement that solution in the most efficient manner possible. Founded in Atlanta in 1943, the firm has 275 attorneys in 29 offices around the U.S.



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# Registration

Date \_\_\_\_\_

Name(s) and Title(s) of Attendee(s) \_\_\_\_\_

Company Name \_\_\_\_\_

Primary Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

\$25 for Chamber Members     \$30 for Non-Chamber Members

Total Registration Cost \$ \_\_\_\_\_ Method of Payment:  Check     Credit Card

Please bill my account in the amount of \$ \_\_\_\_\_  Visa     Mastercard

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ 3 or 4 digit code \_\_\_\_\_

Cardholder's Name as it appears on card \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*This program has been submitted to  
the HR Certification Institute for review.*



*The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program.  
It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.*

**To register, visit:**

**[www.cummingforsythchamber.org/events/eventdetail.aspx?EventID=2045](http://www.cummingforsythchamber.org/events/eventdetail.aspx?EventID=2045)**

**For questions or to RSVP,**

**please contact Nicole Smith at [nsmith@laborlawyers.com](mailto:nsmith@laborlawyers.com) or (404) 240-4229**