📝 Annual HR Handbook Review Checklist for Nonprofits

Ensure your HR handbook remains current, compliant, and reflective of your nonprofit's values by using this annual review checklist. Review these items at least once per year—or sooner if there are changes in law or internal policies.

☑ Compliance & Legal Requirements

- ☐ Federal and state labor laws are up to date (e.g., paid leave, minimum wage)
- ☐ Remote and hybrid work policies reflect current practice and law
- ☐ Harassment, discrimination, and retaliation policies meet current standards

☑ Workplace Culture & Values

- ☐ Mission-aligned language around equity, inclusion, and belonging
- ☐ Parental leave and flexible work options are inclusive and consistent
- ☐ Employee behavior and communication expectations support your values

☑ Employee Support & Operations

- ☐ Clear onboarding and offboarding procedures
- ☐ Updated conflict resolution and escalation pathways
- ☐ Accessible digital copy of the handbook is available to all staff

☑ Risk Reduction & Transparency

- ☐ Employee acknowledgment process for handbook receipt is in place
- ☐ Cybersecurity, data privacy, and tech-use policies are current
- ☐ Handbook reflects policies by state (if operating in multiple states)

Need Help Updating Your Handbook?

Our HR consultants specialize in nonprofit policy compliance, remote work adaptations, and culture alignment.

Contact us for a free consultation