



The FarmersKey Web Site

Dedicated to Employment Practices Liability Loss Prevention

FarmersKey (www.farmerskey.com) unlocks a wide range of EPL resources to help your business sort through employment issues and follow best practices in managing the risk.

FarmersKey Features

- ☐ **Self-registration**—To register your organization on www.farmerskey.com you will first need to select a **Site Administrator (SA)**. The site administrator is the person in your organization who will oversee farmerskey.com. He or she can add other users and decide how to use the management training offered on the site free of charge. Often this individual is a person who works with personnel or personnel legal matters. He or she may add other site administrators later as needed.

To register the Site Administrator

1. Click the blue [Register Here](#) button.
 2. Enter the pass code: ********* (The pass code comes with the policyholder notice accompanying your Farmers policy)
 3. Fill in the registration information and click **Submit**.
 4. At the end of registration, your organization is registered, and you are registered as Site Administrator.
- ☐ **Contact Us**—The [Contact Us](#) link at the top of each page is where you go to submit questions about how to use the site
 - ☐ **Best Practices Help Line**—The Best Practices Help Line is a free, telephone-based direct access to a team of experts who are available to provide specific risk management advice in response to your employment practices-related concerns such as:
 - ✓ Termination
 - ✓ Discipline
 - ✓ Hiring
 - ✓ Responding to incidents of wrongdoing
 - ✓ Threats of litigation
 - ✓ Crisis management

“The Key to managing risk is knowledge”



FarmersKey Features continued . . .

- ❑ **My Workplace**—This page can be set up to communicate information within your organization once it is registered on FarmersKey. The site administrator has control over what is seen in this section. He or she can post information on a calendar and post notices and helpful web site links that will be viewable to all registered users within his/her organization. The site administrator can also upload the organization's employee handbook. In addition, there is a place to submit suggestions on how the site could better serve that organization.

- ❑ **Training**—Registered organizations have access to four (4) training modules for managers in the Training section;
 - ✓ Preventing Workplace Sexual Harassment
 - ✓ Preventing Workplace Discrimination
 - ✓ Preventing Wrongful Termination
 - ✓ Promoting Ethical Behavior

The Site's default setting assigns all training modules to a registered user with a profile of manager or above. Site administrators can adjust training settings through the Control Panel.

- ❑ **Knowledge Vault**—This is the reference section of FarmersKey. Here you will find hundreds of articles covering important workplace issues, grouped according to topic, as well as self-audit checklists. A "Links" sub-section provides links to important federal and state government web sites and major employment legislation. Finally, HR personnel can view and download a selection of model forms and policies.

- ❑ **Control Panel**—This is the section that allows the site administrator to adapt the site to match the needs of his/her organization. The site administrator can:
 1. Add or recruit additional users
 2. Change the default training settings
 3. Upload the organization's own employee policy into a training module
 4. Monitor the training progress of the organization's registered users and download training reports

All users have access to My Info in the Control Panel, where the user can change personal information, but only the site administrator can adapt features of the site.