

Index

ADEQUATE ASSURANCE

Performance, **3:25**

ADVERTISING

Drafting an agreement with an advertising agency, **11:11**
FTC guide for small business, **3:41**
Native advertising, **3:38**
Online advertising, **3:38, 3:39**

AFFORDABLE CARE ACT

Retaliation and whistleblower protections, **1:46**

AGE DISCRIMINATION

Generally, **1:11**

AIR QUALITY

OSHA and Environmental Checklists (this index)

ALGORITHMS

EEOC checklist of Q&A, **1:77**
Employment selection procedures under Title VII of the Civil Rights Act of 1964, **1:77**

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

Compliance with COBRA under the ARRA, **1:43**

AMERICAN RESCUE PLAN ACT

Tax credits
generally, **11:22**
interaction with other tax credits, **11:23**

AMERICANS WITH DISABILITIES ACT

Hearing disabilities in the workplace, **1:78**

ANTITRUST

Generally, **8:1 to 8:17**
Arbitration and case selection criteria, DOJ guidance, **8:17**

ANTITRUST—Cont'd

Best practices for data, and economics and financial analysis in antitrust investigations, **8:12**
Bid rigging, DOJ guidance on, **8:11**
Corporate compliance programs, criminal antitrust investigations, **8:15**
Criminal antitrust investigations, corporate compliance programs, **8:15**
Cybersecurity information, sharing, **8:9**
Distributor terminations, **8:2**
DOJ and FTC
best practices for data, and economics and financial analysis in antitrust investigations, **8:12**
cybersecurity information, policy on sharing, **8:9**
presenting merger case to, **8:4**
price fixing, bid rigging and market allocation schemes, DOJ guidance on, **8:11**
real estate, competition in, **8:10**
Employment-related matters, antitrust issues in, **8:8**
Joint selling and joint purchasing arrangements, minimizing antitrust risks, **8:7**
Market allocation schemes, DOJ guidance on, **8:11**
Medicare Prescription Drug, Improvement, and Modernization Act, **8:16**
Merger
analysis, questions to ask, **8:3**
HSR questions, **8:14**
Pharmaceutical agreements, **8:16**
Premerger notification
checklist, **8:5**
requirements, **8:6**

ANTITRUST—Cont'd

- Price fixing, **8:11, 8:13**
- Real estate, competition in, **8:10**
- Red flags for employment practices, checklist of, **1:60**

ARAB BOYCOTT

- Generally, **7:2**

ARTIFICIAL INTELLIGENCE

- DOL checklist, equal employment opportunity for federal contractors, **1:83**
- EEOC checklist of Q&A, **1:77**
- Employment selection procedures under Title VII of the Civil Rights Act of 1964, **1:77**

ASBESTOS

- National Emission Standards for Hazardous Air Pollutants (NESHAP), **2:14**
- Worker protection, asbestos-containing flooring material maintenance, **2:15**

ASSETS

- Purchase and sale agreements, **3:32**

ATTORNEY-CLIENT PRIVILEGE

- Protecting, audits and investigations, **10:2**

AUDITS AND INVESTIGATIONS

- Generally, **10:1 to 10:9**
- Antitrust, FTC best practices for data, and economics and financial analysis in antitrust investigations, **8:12**
- Attorney-client privilege, protecting, **10:2**
- Computer data, internal controls, **10:8**
- Computer networks, auditing, **13:1**
- Environmental investigations, **2:1, 2:21**
- Intellectual property audits, **5:5, 10:6**
- Internal investigations
 - generally, **10:1**
 - compliance checklist, **10:1**
 - employee interviews, **10:9**
- Internal legal audit, **10:7**

AUDITS AND INVESTIGATIONS—Cont'd

- Legal audit
 - internal, **10:7**
 - purchasing function, **3:8**
- Sarbanes-Oxley Act of 2002
 - legal audit issues, **10:3**
 - officers and directors, provisions affecting, **10:4**
- Search warrant, procedures for responding, **10:5**
- Web page audit, **13:2**

BANKRUPTCY

- Supplier/customer filing for Chapter 11 protection, **3:1**

BID RIGGING

- DOJ guidance on, **8:11**

BREAKS

- Nursing mothers, DOL checklist, **1:75**

BUSINESS ENTITIES

- Generally, **14:1 et seq.**
- Checklist
 - credits and deductions for businesses and other entities under Inflation Reduction Act of 2022, **11:26**
- Design, organizational design checklist
 - generally, **14:12**
 - redesign, **14:14**
- General partnerships, **14:3**
- Incorporation** (this index)
- Limited liability companies
 - generally, **14:1**
 - agreement drafting, **14:2**
 - conversion of existing business entity into an LLC, **14:10**
 - new member, addition of, **14:9**
 - organization, **14:8**
- Limited partnerships, **14:4**
- IRS, **14:16**
- Redesign, organizational redesign checklist, **14:14**
- SBA Paycheck Protection Program Loan Forgiveness, **14:15**
- Small Entities** (this index)

INDEX

BUSINESS ENTITIES—Cont'd

Structure, organizational structure checklist, **14:13**

CANCER

Employment rights of people with, **1:49**

CAPITAL EQUIPMENT

Commercial Law (this index)

CARES ACT

Employee Retention Tax Credit, **11:19**

CHANGE OF CONTROL AGREEMENTS

Mergers and acquisitions, **6:11**

CHILD LABOR

Nonagriculture positions, **1:76**

CHILDREN

Child labor, nonagriculture positions, **1:76**

Online privacy protection (COPPA), **13:9**

CIVIL RIGHTS ACT OF 1964

Title VII
software, algorithms, and artificial intelligence, EEOC Checklist of Q&A, **1:77**

CLEAN AIR ACT

Risk management plan, **2:16**

CLOSING

Business, Internal Revenue Service (IRS), **11:24**

CLOTHING

Religious garb and grooming in the workplace, **1:51**

COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA)
(this index)

CODES OF CONDUCT

Code of Business Conduct and Ethics of New York Stock Exchange (NYSE), **12:13**

Legal and ethical conduct, **11:1**

COMMERCIAL CLEAN VEHICLE CREDIT

Checklist of IRS FAQs for new, previously owned, and qualified, **11:27**

COMMERCIAL LAW

Generally, **3:1 to 3:44**

Adequate assurance of performance, **3:25**

Advertising guide for small business, FTC, **3:41**

Asset purchase and sale agreements, **3:32**

Chapter 11 protection, supplier/customer filing for, **3:1**

Consignment agreements, **3:20**

Construction contracts, **3:12**

Consulting agreements, **3:14**

Consumer Product Safety Improvement Act, **3:34**

Consumer protections for in-home purchases, cooling off rule, **3:37**

Contracts and agreements
asset purchase and sale agreements, **3:32**

consignment agreements, **3:20**

construction contracts, **3:12**

consulting agreements, **3:14**

distribution agreements, **3:15**

franchise agreement, **3:5**

joint development, **3:26**

Leases, below

major supply agreements, **3:7**

manufacturing agreements, **3:10, 3:11**

purchasing policy on contracting, preparing, **3:9**

sales agency agreements, **3:17**

sales representation agreement, **3:13**

work to be done on your premises, issues to consider, **3:24**

Cooling off rule, consumer protections for in-home purchases, **3:37**

Database/content licenses, **3:27**

Debt collection FAQs, **3:42**

Digital advertising, **3:38, 3:39**

COMMERCIAL LAW—Cont'd

- Distribution agreements, **3:15**
- Endorsements, compliance with proposed FTC guides concerning use of, **3:35**
- Environmental marketing claims, **3:40**
- Equipment
 - capital equipment, purchasing or leasing, **3:2, 3:3**
 - leasing, **3:3, 3:4**
- Equipment trust agreements, **3:36**
- FTC best practices checklist for mobile health app developers, **3:44**
- FTC Consumer Review Fairness Act, **3:43**
- Green Guides, **3:40**
- Independent contractors, documents to retain, **3:18**
- In-home purchases, consumer protections for, cooling off rule, **3:37**
- Joint development agreements, **3:26**
- Joint ventures
 - domestic JV checklist, **3:22**
 - financing checklist, **3:31**
- Leasing
 - commercial leases, issues to address, **3:23, 3:33**
 - equipment, **3:3, 3:4**
- Legal audit of purchasing function, **3:8**
- Letters of credit, preparing and verifying, **3:21**
- Litigation avoidance, commercial procurement, **3:16**
- Major supply agreements, **3:7**
- Manufacturing agreements, **3:10, 3:11**
- Native advertising, **3:38**
- Online advertising, **3:38, 3:39**
- Performance, adequate assurance, **3:25**
- Product recall, **3:28**
- Purchasing
 - asset purchase and sale agreements, **3:32**
 - capital equipment, purchasing, **3:2**

COMMERCIAL LAW—Cont'd

- Purchasing—Cont'd
 - contracting, preparing purchasing policy on, **3:9**
 - legal audit of purchasing function, **3:8**
 - litigation avoidance, commercial procurement, **3:16**
 - terms and conditions of purchase order, **3:6**
 - warranties, **3:3**
- Puts and calls, **3:30**
- Sales agency agreements, **3:17**
- Sales representation agreement, **3:13**
- Settlement of commercial dispute, **3:16**
- Supply agreements, major, **3:7**
- Technology partners, prospective, interviewing, **3:29**
- Testimonials, compliance with proposed FTC guides concerning use of, **3:35**
- Warranties
 - FTC warranty checklist, **3:19**
 - purchasing or leasing capital equipment, **3:3**
- Work to be done on your premises, issues to consider, **3:24**

COMPENSATION

- Deferred compensation agreements, unqualified, **1:36**
- Executive compensation, policies and practices for disclosing, **12:7**
- Major statutes enforced by DOL wage and hour division, **1:59**
- Small business, tips for, **1:71**

COMPLIANCE

- Criminal antitrust investigations, corporate programs, **8:15**
- SEC interpretations, **12:24**

COMPUTER CONTRACTS

- Data processing, **4:8**

COMPUTERS

- Antitrust, sharing cybersecurity information, **8:9**
- Auditing computer networks, **13:1**

INDEX

COMPUTERS—Cont'd

- Data
 - internal controls, **10:8**
 - processing. **Data Processing** (this index)
- Internet. **Internet** (this index)

CONFIDENTIAL INFORMATION

- Exchange of during acquisition negotiations, **5:6**
- Model waiver of confidentiality during review, **6:13**

CONSIGNMENT AGREEMENTS

- Drafting, **3:20**

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

- Generally, **1:29**
- American Recovery and Reinvestment Act (ARRA), compliance with COBRA under, **1:43**

CONSTRUCTION CONTRACTS

- Terms and conditions, **3:12**

CONSULTING AGREEMENTS

- Drafting, **3:14**

CONSUMER PRODUCT SAFETY IMPROVEMENT ACT

- Commercial law, **3:34**

CONTENT

- Database/content licenses, **3:27**

CONTRACTS AND AGREEMENTS

- Advertising agency, drafting an agreement with, **11:11**
- Commercial Law** (this index)
- Data Processing** (this index)
- Employment Relations** (this index)
- Internet** (this index)

CONTROL

- Mergers and acquisitions, change of control agreements, **6:11**

COPYRIGHT

- Intellectual Property** (this index)

CORONAVIRUS

- General guidance, OSHA, **2:24**

CORONAVIRUS—Cont'd

- Mitigating and preventing spread, OSHA, **2:25**
- Non-vaccine related policies, **1:74**
- Vaccine issues, EEOC FAQs, **1:73**
- Ventilation, **2:28**
- Worker exposure risk, OSHA, **2:23**

COVID-19

- Business tax credits, IRS, **11:21**
- General guidance, OSHA, **2:24**
- Mitigating and preventing spread, OSHA, **2:25**
- Non-vaccine related policies, **1:74**
- Vaccine issues, EEOC FAQs, **1:73**
- Ventilation, **2:28**
- Worker exposure risk, OSHA, **2:23**

CRIMINAL LAW

- Antitrust investigations, corporate compliance programs, **8:15**
- Records of applicants, small businesses, **1:70**

CROWDFUNDING

- Small entity compliance, **12:21**, **12:22**

CYBERSECURITY

- DOJ and FTC, policy on sharing cybersecurity information, **8:9**
- Small businesses, vendor cybersecurity for, **11:15**

DAMAGES

- Wrongful termination damages, **1:8**

DATA BREACH RESPONSE

- FTC checklist for business, **11:25**

DATA PROCESSING

- Generally, **4:1 to 4:8**
- Contracts and agreements
 - generally, **4:8**
 - maintenance agreements, **4:5**
 - service bureau agreements, **4:1**
 - source code escrow agreements, **4:6**
 - turnkey system contracts, **4:2**
- Licenses
 - master software licenses, **4:3**
 - software OEM licenses, **4:4**

DATA PROCESSING—Cont'd

- L-1 visa, using as alternative to outsourcing, **4:7**
- Maintenance agreements, **4:5**
- Master software licenses, **4:3**
- Service bureau agreements, **4:1**
- Software OEM licenses, **4:4**
- Source code escrow agreements, **4:6**
- Turnkey system contracts, **4:2**

DEBT COLLECTION

- Commercial law, FAQs, **3:42**
- OSHA, FAQs, **2:27**

DEFAULT

- Actions debtors should take before default occurs, **11:10**

DEFERRED COMPENSATION

- Unqualified agreements, **1:36**

DEPARTMENT OF DEFENSE

- Seals, logos, insignia, and service medals, use of, **11:14**

DEPARTMENT OF LABOR

- Nursing mothers, break time, checklist, **1:75**

DEPRECIATION

- Property depreciation checklist, **11:8**
- Tax Cuts and Jobs Act, **11:16**

DIABETES

- Employment rights of people with, **1:49**

DIRECTORS

- Officers and Directors of Corporations** (this index)

DISABILITIES

- Employment Relations** (this index)

DISCLOSURE

- Cybersecurity risks and cyber incidents, disclosure obligations relating to, **12:19**
- Executive compensation, policies and practices for disclosing, **12:7**
- OSHA and Environmental Checklists** (this index)
- SEC interpretations, **12:24**

DISCLOSURE—Cont'd

- SEC Regulation S-K, environmental disclosure regulation, complying with, **2:3**
- Voluntary self-disclosure, full cooperation, and timely and appropriate remediation in FCPA matters, **7:13**

DISCRIMINATION

- Age discrimination, **1:11**
- Genetic information discrimination, **1:48, 1:57**
- National origin discrimination, small business EEOC enforcement guidance on, **1:66**
- Pregnancy discrimination laws, **1:50**
- Religion** (this index)
- Severance agreements, EEOC guidance on understanding waivers of discrimination claims in, **1:62**

DISTRIBUTION

- Agreements, drafting, **3:15**
- Domestic and international distributor agreements, **7:6**

DODD-FRANK CHECKLIST

- Securities, **12:12**

DRUG TESTING

- Implementation of program, **1:4**

DUE DILIGENCE

- Mergers and acquisitions, **6:2**
- OSHA and environmental checklists, initial due diligence information request, **2:4**
- Securities, public offerings, **12:8**

EDGAR

- 2013 changes to EDGAR Filer Manual Volumes I-III, **12:16**

EEOC

- Checklist for the Pregnant Workers Fairness Act (PWFA), **1:82**
- Employer checklist on what you should know about IRS Form 1098F, **11:28**
- Employment Relations** (this index)

INDEX

EMISSIONS

Asbestos National Emission Standards for Hazardous Air Pollutants (NESHAP), **2:14**

EMPLOYEE RETENTION TAX CREDIT

CARES Act, **11:19**

EMPLOYMENT RELATIONS

Generally, **1:1 to 1:83**

Absenteeism, termination based on, **1:10**

Access for applicants with disabilities, tips for ensuring, **1:18**

ADA

complying with, generally, **1:16, 1:57**

Affordable Care Act, retaliation and whistleblower protections, **1:46**

Age discrimination, **1:11**

Agreements. Contracts and agreements, below

Antitrust red flags, **1:60**

Audit, employment compliance, **1:1**

Cancer, employment rights of people with, **1:49**

Change of control agreements, **1:37**

Checklist for sponsoring an employee for U.S. permanent resident status, USCIS, **1:81**

Checklist for tipped employees, Fair Labor Standards Act, **1:80**

COBRA topics, **1:29**

Contracts and agreements

generally, **1:35**

deferred compensation agreements, unqualified, **1:36**

implied contract, avoiding, **1:30**

severance agreements, **1:38, 1:62**

COVID-19

non-vaccine related policies, **1:74**

vaccine issues, EEOC FAQs, **1:73**

Criminal records of applicants, small business, **1:70**

Deferred compensation agreements, unqualified, **1:36**

Diabetes, employment rights of people with, **1:49**

EMPLOYMENT RELATIONS

—Cont'd

Disabled persons

access for applicants with disabilities, tips for ensuring, **1:18**

complying with ADA, **1:16, 1:57**

hearing disabilities, Americans with Disabilities Act, **1:78**

HIV-infected workers, rights of, **1:52**

psychiatric disabilities, accommodations for persons with, **1:17**

specific disabilities, employment rights, **1:49, 1:52**

DOL checklist for Artificial Intelligence (AI) and equal employment opportunity for federal contractors, **1:83**

Drug testing program, implementation, **1:4**

EEOC Checklist for the Pregnant Workers Fairness Act (PWFA), **1:82**

Epilepsy, employment rights of people with, **1:49**

Equal Employment Opportunity Commission

COVID-19, **1:73**

requirements and compliance, overview, **1:40**

ERISA

application to pension and welfare benefit plans, **1:31**

summary plan description, **1:32**

E-Verify checklists, **1:63, 1:64**

Executive exemption, Fair Labor Standards Act, **1:41**

Fair Labor Standards Act

checklist for tipped employees, **1:80**

compliance with, **1:28**

DOL Fact Sheet, **1:80**

executive exemption, determining, **1:41**

“suffer or permit” standard, employees who are misclassi-

EMPLOYMENT RELATIONS

—Cont'd

Fair Labor Standards Act—Cont'd
 fied as independent contractors, **1:54**
 Fair Labor Standards Act, regular rate, **1:69**
 Family and Medical Leave Act
 generally, **1:20**
 records retention and posting requirements, **1:21**
 telemedicine rule, **1:72**
 Fetal protection policy, establishing, **1:12**
 Genetic information discrimination, **1:48, 1:57**
 Grooming in the workplace, **1:51**
 Health care and social service workers, OSHA guidelines for preventing workplace violence, **1:23**
 Hearing disabilities, Americans with Disabilities Act, **1:78**
 HIPAA, **1:33**
 Hiring, negligent, **1:22**
 HIV-infected workers, rights of, **1:52**
 Immigration Reform and Control Act, complying with, **1:2**
 Implied contract, avoiding, **1:30**
 Independent contractors
 documents to retain, **3:18**
 status, determining, **1:39**
 Intellectual disabilities, employment rights of people with, **1:49**
 Internal investigations, employee interviews, **10:9**
 Kline-Miller Multiemployer Pension Reform Act
 treasury department FAQs, **1:79**
 Mediation, EEOC-related mediations, **1:53**
 Mental Health Parity Act, compliance with, **1:42**
 Military service, reemployment after, **1:3**
 National origin discrimination, small business EEOC enforcement guidance on, **1:66**
 Negligent hiring, avoiding, **1:22**

EMPLOYMENT RELATIONS

—Cont'd

NLRB employee social media rights, **1:47**
 OSHA employer responsibilities, **1:61**
 Overtime eligibility for white collar employees, **1:68**
 Prediscipline checklist, **1:9**
 Pregnancy discrimination laws, **1:50**
 Pretermination checklist, **1:7**
 Privacy issues in the workplace, **1:1**
 Prohibited employment practices or policies, EEOC, **1:65**
 Psychiatric disabilities, accommodations for persons with, **1:17**
 Recruiting strategy, **1:45**
 Reduction in force, conducting, **1:26**
 Regular rate, Fair Labor Standards Act, **1:69**
Religion (this index)
 Retaliation protection under Affordable Care Act, **1:46**
 Retiree benefits, avoiding claims for breach of promise, **1:5**
 Security agreements, employee, **1:34**
 Seizure disorder, employment rights of people with, **1:49**
 Severance agreements, **1:38, 1:62**
 Sexual harassment, **1:13, 1:25**
 Sick leave, paid, **1:58**
 Small business
 compensation tips, EEOC, **1:71**
 criminal records of applicants, **1:70**
 EEOC enforcement guidance on national origin discrimination, **1:66**
 retaliation and related issues, **1:67**
 Stock ownership plans, **1:44**
 Telecommuting program, implementation, **1:14**
 Telemedicine rule, Family and Medical Leave Act, **1:72**
 Termination of employment
 absenteeism, termination based on, **1:10**
 pretermination checklist, **1:7**
 releases, **1:6**

INDEX

EMPLOYMENT RELATIONS

—Cont'd

Termination of employment—Cont'd
wrongful termination damages, **1:8**

Title VII of the Civil Rights Act of
1964
software, algorithms, and artificial
intelligence, EEOC Checklist
of Q&A, **1:77**

USCIS

checklist for sponsoring an
employee for U.S. permanent
resident status, **1:81**

Violence prevention, **1:23, 1:24**

Wage and hour laws, **1:59**

WARN Act, **1:27**

Wellness programs, **1:77**

Whistleblower protection under
Affordable Care Act, **1:46**

Workers' compensation claims, sug-
gestions for reducing, **1:15**

ENDORSEMENTS

Compliance with proposed FTC
guides concerning use of, **3:35**

ENVIRONMENTAL LAW

Commercial law, environmental
marketing claims, **3:40**

**OSHA and Environmental
Checklists** (this index)

EPA SMALL BUSINESS

COMPLIANCE POLICY CHECKLIST

OSHA and environmental checklists,
2:13

EPILEPSY

Employment rights of people with,
1:49

EQUAL EMPLOYMENT

OPPORTUNITY COMMISSION

Employment Relations (this index)

EQUIPMENT

Commercial Law (this index)

EQUIPMENT TRUST

AGREEMENTS

Commercial law, **3:36**

ERISA

Employment Relations (this index)

ESCROW

Mergers and acquisitions, **6:10**

Source code escrow agreements, **4:6**

Technology escrow accounts, **5:4**

ETHICS

Codes of legal and ethical conduct,
11:1

E-VERIFY CHECKLISTS

Generally, **1:63**

EXECUTIVE COMPENSATION

Policies and practices, disclosing,
12:7

EXEMPTIONS

Fair Labor Standards Act, executive
exemption, **1:41**

EXPENSING

Tax Cuts and Jobs Act, **11:16**

EXPORT CONTROL

Compliance checklist, **7:11**

FAIR LABOR STANDARDS ACT

Checklist for tipped employees, **1:80**

Child labor, nonagriculture, **1:76**

Compliance, **1:28**

DOL Fact Sheet, **1:80**

Employment relations, regular rate,
1:69

Executive Exemption, determining
qualification for, **1:41**

“Suffer or permit” standard, employ-
ees who are misclassified as
independent contractors, **1:54**

FALL PROTECTION REQUIREMENTS

OSHA checklist, **2:22**

FAMILY AND MEDICAL LEAVE ACT

Employment Relations (this index)

FDA INSPECTIONS

Checklist, **11:4**

**FEDERAL ACQUISITION
REGULATIONS (FAR)**

Compliance with, **11:12**

FEDERAL TRADE COMMISSION

Advertising guide for small business,
3:41

Antitrust (this index)

Best practices checklist for mobile
health app developers, **3:44**

Business data breach response, FTC
checklist, **11:25**

Civil Investigative Demand, **11:20**

Consumer Review Fairness Act, **3:43**

Cybersecurity, DOJ and FTC policy
on sharing cybersecurity infor-
mation, **8:9**

Endorsements, compliance with
proposed FTC guides concern-
ing use of, **3:35**

Green Guides, **3:40**

“Made in USA” standard, compli-
ance with, **11:13**

Mergers and Acquisitions (this
index)

Model waiver of confidentiality, **6:13**

Online reviews

customers, **13:12**

solicitation and payment, **13:11**

Testimonials, compliance with
proposed FTC guides concern-
ing use of, **3:35**

Warranties, FTC warranty checklist,
3:19

Warranty checklist, **3:19**

FETAL PROTECTION POLICY

Establishing, **1:12**

FINANCING

Federal agencies providing financing
for small businesses, **11:9**

FOOD AND DRUG

ADMINISTRATION (FDA)

Nutrition labeling, restaurants, **11:18**

**FOREIGN CORRUPT PRACTICES
ACT (FCPA)**

Complying with, **7:1**

**FOREIGN CORRUPT PRACTICES
ACT (FCPA)—Cont’d**

DOJ checklist, Criminal Division
Corporate Enforcement Policy,
7:17

Enforcement policy, **7:13**

SEC, **7:14**

Voluntary self-disclosure, full
cooperation, and timely and
appropriate remediation in
FCPA matters, **7:13**

FOREIGN ENTITIES

Mergers and acquisitions, **6:16**

FOREIGN INVESTMENTS

International Law (this index)

FRANCHISE AGREEMENT

Checklist, **5:12**

Provisions, **3:5**

GENERAL PARTNERSHIPS

Generally, **14:3**

GENETIC INFORMATION

Employment relations, discrimina-
tion, **1:48, 1:57**

GRAND JURY

Witness preparation, **9:5**

GRAY MARKET GOODS

Intellectual property, possible legal
remedies, **5:11**

International law, possible legal rem-
edies, **7:7**

GROOMING

Employment relations, **1:51**

HAZARDOUS AIR POLLUTANTS

Asbestos National Emission Stan-
dards for Hazardous Air Pollut-
ants (NESHAP), **2:14**

HEALTH INSURANCE

Employment relations, whistleblower
protection under Affordable
Care Act, **1:46**

HEARING DISABILITIES

Regarding hearing disabilities in the
workplace, **1:78**

INDEX

HIPAA

Generally, **1:33**

Checklist, **11:5**

HIV

Employment rights of HIV-infected workers, **1:52**

IMMIGRATION

Immigration Reform and Control Act, complying with, **1:2**

INCORPORATION

Long form, **14:7**

Procedures, **14:5**

Short form, **14:6**

State of incorporation, selecting, **14:11**

INDEMNIFICATION AGREEMENTS

Checklist, **11:6**

INDEPENDENT CONTRACTORS

Documents to retain, **3:18**

Status, determining, **1:39**

“Suffer or permit” standard, employees who are misclassified as independent contractors, **1:54**

INFLATION REDUCTION ACT OF 2022

Checklist

credits and deductions for businesses and other entities, **11:26**

energy-related credits and deductions, **11:26**

INSIDER TRADING LAWS

Complying with, **12:5**

INSIGNIA

Department of Defense insignia, use of, **11:14**

INSPECTIONS

FDA inspections, **11:4**

OSHA and environmental checklists, **2:12, 2:18, 2:21**

INSTANT MESSAGING

Internet, **13:7**

INTELLECTUAL DISABILITIES

Employment rights of people with, **1:49**

INTELLECTUAL PROPERTY

Generally, **5:1 to 5:20**

Assignment against trademark, guidance, **5:17**

Audits, **5:5**

Compliance, checklist for, **5:13**

Confidential information, exchange of during acquisition negotiations, **5:6**

Copyright

licensing, **5:8**

older works, **5:7**

registration, checklist for, **5:15**

status checklist, **5:7**

Franchise agreement, **5:12**

Gray market situations, possible legal remedies, **5:11**

Licenses

agreement, **5:12**

database/content licenses, **3:27**

likeness, **5:9**

master licenses, **5:10**

name, **5:9**

trademarks, **5:1**

Likeness, licensing, **5:9**

Manufacturing agreements, handling intellectual property in, **5:10**

Master licenses, **5:10**

Mergers and acquisitions

confidential information, exchange of, **5:6**

due diligence, **6:2**

Name, licensing, **5:9**

Patents

application, checklist for, **5:14**

excluded parties, applicants and registrants represented by, **5:19**

responding to a USPTO action, tips for, **5:18**

Remedies, gray market situations, **5:11**

Technology escrow accounts, **5:4**

Trademark

application, checklist for, **5:16**

**INTELLECTUAL PROPERTY
—Cont'd**

- Trademark—Cont'd
 - assignment against, guidance, **5:17**
 - excluded parties, applicants and registrants represented by, **5:19**
 - licensing, **5:1**
 - personal information in trademark records, **5:20**
 - responding to a USPTO action, tips for, **5:18**
- Trade secrets
 - protecting, **5:2**
 - records retention, **5:3**

INTERNAL REVENUE SERVICE (IRS)

- American Rescue Plan Act
 - generally, **11:22**
 - tax credits, **11:23**
- Business closing, **11:24**
- Checklist of IRS FAQs for new, previously owned, and qualified commercial clean vehicle credits, **11:27**
- COVID-19
 - business tax credits, **11:21**
- EEOC employer checklist
 - what you should know about IRS Form 1098F, **11:28**
- Inflation Reduction Act of 2022
 - credits and deductions for businesses and other entities, **11:26**
 - energy-related credits and deductions, **11:26**
- Partnerships, **14:16**
- Recordkeeping requirements, **11:17**

INTERNATIONAL LAW

- Generally, **7:1 to 7:17**
- Arab boycott, **7:2**
- Commerce Dept. factors for assessing potential investment sites, **7:8**
- Distributor and sales representative agreements, preparation of, **7:6**
- DOJ checklist for Foreign Corrupt Practices Act (FCPA)
- Criminal Division Corporate Enforcement Policy, **7:17**

INTERNATIONAL LAW—Cont'd

- Entering foreign markets, deciding, **7:4**
- Export control compliance, **7:11**
- Foreign Corrupt Practices Act (FCPA)** (this index)
- Foreign investments
 - assessing potential investment sites, Dept. of Commerce checklist of factors, **7:8**
 - key factors, **7:5**
- Good importer practices, **7:12**
- Gray market situations, possible legal remedies, **7:7**
- NAFTA
 - drawback and duty-deferral programs, restrictions on, **7:9**
 - origin verifications and determinations, **7:10**
- SEC, checklist of disclosure considerations for China-based issuers, **7:15**
- SEC, FCPA summary, **7:14**
- SEC, intellectual property and technology risks associated with international business operations, **7:16**
- Sourcing, international, **7:3**

INTERNET

- Generally, **13:1 to 13:13**
- Advertising, **3:38, 3:39**
- Agreements
 - fulfillment agreement, **13:3**
 - web site agreement, **13:2**
- Auditing computer networks, **13:1**
- Checklist of disclosures for social media influencers, **13:13**
- Children's online privacy protection (COPPA), **13:9**
- Customer management, **13:4**
- Cybersecurity** (this index)
- Database/content licenses, **3:27**
- Fulfillment agreement, **13:3**
- Gathering online cyber threat intelligence, **13:10**
- Instant messaging, **13:7**
- Online reviews
 - customers, **13:12**

INDEX

INTERNET—Cont'd

- Online reviews—Cont'd
 - solicitation and payment, FTC, **13:11**
- Privacy policy, developing/auditing, **13:5**
- Purchasing data from illicit sources, **13:10**
- Social media checklist, **13:8**
- Social media rights, **1:47**
- Web page audit, **13:2**
- Web site agreements, **13:2**
- Web site pitfalls, **13:6**

JOINT DEVELOPMENT AGREEMENTS

- Checklist, **3:26**

JOINT VENTURES

- Commercial Law** (this index)

KLINE-MILLER MULTIEMPLOYER PENSION REFORM ACT

- Treasury department FAQs, **1:79**

LABELING

- Nutrition, restaurants, FDA requirements, **11:18**

LAW FIRMS

- Legal billing template, alternative methods, **9:4**
- Reviewing invoices, **9:3**

LEASES

- Commercial Law** (this index)

LEGAL COSTS

- Managing, **9:2**

LEGAL OPINIONS

- Drafting, **9:1**

LETTERS OF CREDIT

- Preparing and verifying, **3:21**

LICENSES

- Database/content licenses, **3:27**
- Data Processing** (this index)
- Intellectual Property** (this index)

LIKENESS

- Licensing, **5:9**

LIMITED LIABILITY COMPANIES

- Business Entities** (this index)

LIMITED PARTNERSHIPS

- Generally, **14:4**

LOGOS

- Department of Defense logos, use of, **11:14**

“MADE IN USA”

- Compliance with FTC standard, **11:13**

MANUFACTURING AGREEMENTS

- Generally, **3:10, 3:11**

MARKET ALLOCATION SCHEMES

- DOJ guidance on, **8:11**

MEDIATION

- EEOC-related mediations, **1:53**

MEDICARE PRESCRIPTION DRUG, IMPROVEMENT, AND MODERNIZATION ACT

- Antitrust, pharmaceutical agreements, **8:16**

MEMBERS AND MEMBERSHIP

- Limited liability companies, addition of new member, **14:9**

MERGER CONSENT ORDER PROVISIONS

- FTC checklist of frequently asked questions, **6:21**

MERGERS AND ACQUISITIONS

- Generally, **6:1 to 6:21**
- Antitrust. **Antitrust** (this index)
- Change of control agreements, **6:11**
- Checklist, generally, **6:12**
- Confidential information, exchange of during acquisition negotiations, **5:6**
- Considerations in acquisition or divestiture, **6:5**
- Criteria for acquisitions, **6:3**
- DOJ review, model waiver of confidentiality, **6:13**

MERGERS AND ACQUISITIONS

—Cont'd

Due diligence checklist, **6:2**
 Escrow agreements, **6:10**
 Filing mistakes, checklists to avoid, **6:14, 6:15**
 Foreign entities, classifying, **6:16**
 FTC, presenting merger case to, **8:4**
 FTC checklist of frequently asked questions, **6:21**
 FTC guidance concerning Hart-Scott-Rodino (HSR) Act rules, **6:16, 6:17**
 FTC protocol for coordination in merger investigations between federal enforcement agencies and state attorneys general, **6:18**
 FTC review, model waiver of confidentiality, **6:13**
 Hart-Scott-Rodino (HSR) Act rules, **6:5, 6:13 to 6:17**
 Information needed in acquiring business, **6:4**
 Intellectual property checklist, **6:2**
 Letters of intent, drafting, **6:7**
 Merger consent order provisions, **6:21**
 Model waiver of confidentiality, **6:13**
 Non-U.S. competition authorities review, model waiver of confidentiality, **6:13**
 Notification
 filing mistakes, checklists to avoid, **6:14, 6:15**
 premerger notification, **6:19**
 Poison pills, **6:8**
 Protecting the deal, **6:1**
 Registration statement for merger of target with and into acquirer, preparation of, **6:6**
 Review process, generally, **6:19**
 Search process, **6:3**
 Spin-offs, **6:9**
 Value of stock, calculating, **6:17**
 Voluntary requests, **6:20**

MIDDLE EAST

Employer responsibilities regarding employees who are, or are

MIDDLE EAST—Cont'd

perceived to be, Middle Eastern, **1:56**

MILITARY SERVICE

Reemployment after, **1:3**

MOTHERS NURSING

Break time, DOL checklist, **1:75**

MUSLIM

Employer responsibilities regarding employees who are, or are perceived to be Muslim, **1:56**

NAFTA

International Law (this index)

NAME

Licensing, **5:9**

NATIONAL LABOR RELATIONS BOARD

Social media rights of NLRB employee, **1:47**

NATIONAL ORIGIN DISCRIMINATION

Small business EEOC enforcement guidance on, **1:66**

NURSING

Mothers, break time, DOL checklist, **1:75**

NUTRITION

Labeling, restaurants, FDA requirements, **11:18**

NYSE

Code of Business Conduct and Ethics of New York Stock Exchange (NYSE), **12:13**

OBAMACARE

Retaliation and whistleblower protections, **1:46**

OFFICERS AND DIRECTORS OF CORPORATIONS

Liability insurance, **11:7**

Sarbanes-Oxley provisions affecting, **10:4**

INDEX

ONLINE REVIEWS

Solicitation and payment, FTC,
13:11, 13:12

OSHA AND ENVIRONMENTAL CHECKLISTS

Generally, **1:61, 2:1 to 2:29**

Accidental spills and releases,
responding to, **2:11**

Asbestos-containing flooring material
maintenance, worker protection,
2:15

Asbestos National Emission Stan-
dards for Hazardous Air Pollut-
ants (NESHAP), **2:14**

Audits

environmental audit points, **2:1**

OSHA, auditing compliance, **2:7**
preaudit checklist, **2:5**

Clean Air Act, risk management plan,
2:16

Consultants, selecting and contract-
ing with, **2:10**

Corrective measures, incentives for
self-policing, **2:20**

COVID-19

general guidance, **2:24**

mitigating and preventing, **2:25**

worker exposure risk, **2:23**

COVID-19, ventilation, **2:28**

Debt, FAQs., **2:27**

Digital image guidance for EPA civil
inspections and field investiga-
tions, **2:21**

Discovery and disclosure

incentives for self-policing, **2:20**

SEC Regulation S-K,
environmental disclosure
regulation, complying with,
2:3

Document retention policy,
guidelines, **2:9**

Due diligence information request,
initial, **2:4**

EPA small business compliance
policy checklist, **2:13**

Fall protection requirements, **2:22**

Guidance on injury and illness
recordkeeping and reporting
requirements, **2:26**

OSHA AND ENVIRONMENTAL CHECKLISTS—Cont'd

Hazard Communication Rule,
OSHA's, **2:6**

Incentives for self-policing, **2:20**

Indoor air quality, generally, **2:19**

Inspections, **2:12, 2:18, 2:21**

OSHA employer assistance general
checklist of frequently asked
questions, **2:29**

Prevention, incentives for self-polic-
ing, **2:20**

Protecting company secrets in com-
munity right-to-know era,
practice checklist, **2:8**

Questionnaire, environmental, **2:5**

Records and documents to review for
environmental concerns, **2:2**

Reporting and recordkeeping require-
ments, **2:17**

SEC Regulation S-K, environmental
disclosure regulation, complying
with, **2:3**

Self-inspection and self-policing,
2:18, 2:20

Workplace violence for health care
and social service workers,
OSHA guidelines for prevent-
ing, **1:23**

OUTSOURCING

International sourcing, **7:3**

L-1 visa, using as alternative to
outsourcing, **4:7**

OVERTIME

White collar employees, eligibility
for, **1:68**

PARTNERSHIPS

Business Entities (this index)

PATENTS

Intellectual property, checklist for
application, **5:14**

PAYCHECK PROTECTION PROGRAM

SBA Paycheck Protection Program
Loan Forgiveness, **14:15**

PENSIONS

ERISA, application to pension and welfare benefit plans, **1:31**
Small businesses selecting and monitoring pension consultants, **12:18**

POLITICAL ACTION COMMITTEES

Checklist, **11:3**

PREGNANCY DISCRIMINATION LAWS

Employment relations, **1:50**

PREGNANT WORKERS FAIRNESS ACT

EEOC Checklist, **1:82**

PRICE FIXING

Antitrust law, **8:11, 8:13**

PRIVACY

Internet privacy policy, developing/auditing, **13:5**
Master checklist, **11:2**
Workplace, privacy issues, **1:1**

PRODUCT RECALL

Checklist, **3:28**

PSYCHIATRIC DISABILITIES

Accommodations for persons with, **1:17**

PUBLIC OFFERINGS

Securities, due diligence, **12:8**

PURCHASING

Commercial Law (this index)

PUTS AND CALLS

Checklist, **3:30**

RECALLS

Product recall, **3:28**

RECORDS RETENTION

Family and Medical Leave Act, **1:21**
Intellectual property, **5:3**
OSHA and environmental checklists, **2:9**
Suggested documents to retain, **9:6**

RECRUITING STRATEGY

Employment relations, **1:45**

REDUCTION IN FORCE

Conducting, **1:26**

RELEASES

Termination of employment, **1:6**

RELIGION

Best practices to prevent discrimination, **1:55**
Clothing, religious garb in the workplace, **1:51**
Grooming, religious grooming in the workplace, **1:51**
Muslim, employer responsibilities regarding employees who are, or are perceived to be, **1:56**
Reasonable accommodation in workplace, **1:19**

REMEDIATION

Voluntary self-disclosure, full cooperation, and timely and appropriate remediation in FCPA matters, **7:13**

REMEDIES

Intellectual property, gray market goods, **5:11**
International law, gray market goods, **7:7**

RESTAURANTS

Nutrition labeling, FDA requirements, **11:18**

RETALIATION

Affordable Care Act, retaliation and whistleblower protections, **1:46**
Small business checklist for retaliation and related issues, **1:67**

RETIREE BENEFITS

Avoiding claims for breach of promise, **1:5**
Pensions (this index)

REVIEWS

Online, solicitation and payment, FTC, **13:11, 13:12**

INDEX

SAFETY

Consumer Product Safety Improvement Act, **3:34**

SALES AGREEMENTS

Agency agreements, **3:17**
Domestic and international sales representative agreements, **7:6**
Sales representation agreement, **3:13**

SARBANES-OXLEY

Audits and Investigations (this index)

SEALS

Department of Defense seals, use of, **11:14**

SEARCH WARRANTS

Procedures for responding, **10:5**

SEC

Checklist for intellectual property and technology risks associated with international business operations, **7:16**
Checklist on frequently asked questions for Non-U.S./Nonresident Security-Based Swap Entities, **12:25**
Checklist on frequently asked questions on regulation SBSR, **12:26**
Disclosure considerations for China-based issuers, **7:15**
Securities (this index)

SECURITIES

Generally, **12:1 to 12:26**
Code of Business Conduct and Ethics of New York Stock Exchange (NYSE), **12:13**
Compensation committees and advisers, SEC checklist for, **12:15**
Compliance, SEC interpretations, **12:24**
Cooperation
SEC Cooperation Program, **12:10**
SEC Cooperation Tools, **12:11**
Crowdfunding, **12:21, 12:22**
Definition, determining what is a security, **12:9**

SECURITIES—Cont'd

Disclosure
cybersecurity risks and cyber incidents, obligations relating to, **12:19**
executive compensation policies and practices, **12:7**
SEC interpretations, **12:24**
Dodd-Frank checklist, **12:12**
Due diligence, public offerings, **12:8**
EDGAR Filer Manual Volumes, 2013 changes, **12:16**
Executive compensation policies and practices, disclosing, **12:7**
Financial reporting and certification, management's reports on internal control, **12:6**
Form CRS relationship summary and amendments to Form ADV, **12:23**
Frequently asked questions for Non-U.S./Nonresident Security-Based Swap Entities
SEC checklist, **12:25**
Frequently asked questions on regulation SBSR
SEC checklist, **12:26**
Insider trading laws, complying with, **12:5**
Investigative proceedings (SEC), **12:3**
Pension consultants, small businesses selecting and monitoring, **12:18**
Proxy rules, **12:1**
Public offering due diligence, **12:8**
Registration of municipal advisors, **12:17**
SEC, FCPA summary, **7:14**
Small entities
crowdfunding, **12:21, 12:22**
pension consultants, selecting and monitoring, **12:18**
raising capital and complying with federal securities laws, **12:20**
Social media broker-dealer compliance checklist, **12:14**
Tender offers under Williams Act, **12:2**
Whistleblowers, FAQs, **12:24**

**SECURITIES AND EXCHANGE
COMMISSION**

Securities (this index)

SECURITY AGREEMENTS

Employee agreements, **1:34**

SEIZURES

Employment rights of people with
seizure disorder, **1:49**

SERVICE MEDALS

Department of Defense service med-
als, use of, **11:14**

SETTLEMENT

Commercial dispute, **3:16**

SEVERANCE AGREEMENTS

Checklists, **1:38, 1:62**

SEXUAL HARASSMENT

Generally, **1:13**

Following up on complaint, **1:25**

SMALL ENTITIES

EPA small business compliance
policy checklist, **2:13**

Federal agencies providing financing
for, **11:9**

National origin discrimination, small
business EEOC enforcement
guidance on, **1:66**

Pension consultants, small businesses
selecting and monitoring, **12:18**

Retaliation and related issues, **1:67**

Securities (this index)

Vendor cybersecurity, **11:15**

SOCIAL MEDIA

Employee social media rights, **1:47**

Internet checklist, **13:8**

disclosures for social media
influencers, **13:13**

Securities, social media broker-dealer
compliance checklist, **12:14**

SOFTWARE

EEOC checklist of Q&A, **1:77**

Employment selection procedures
under Title VII of the Civil
Rights Act of 1964, **1:77**

OEM licenses, **4:4**

STATE OF INCORPORATION

Selecting, **14:11**

STOCK EXCHANGE

Code of Business Conduct and Ethics
of New York Stock Exchange
(NYSE), **12:13**

STOCK OWNERSHIP PLANS

Employee, **1:44**

STOCK VALUE

Mergers and acquisitions, **6:17**

SUPPLY AGREEMENTS

Major supply agreements, **3:7**

TAX CUTS AND JOBS ACT

Depreciation and expensing, **11:16**

TECHNOLOGY

Escrow accounts, **5:4**

Prospective partners, interviewing,
3:29

TELECOMMUTING

Program implementation, **1:14**

TELEMEDICINE

Family and Medical Leave Act, **1:72**

TENDER OFFERS

Williams Act, **12:2**

TESTIMONIALS

Compliance with proposed FTC
guides concerning use of, **3:35**

TIPPED EMPLOYEES

Checklist, **1:80**

DOL Fact Sheet, **1:80**

Fair Labor Standards Act, **1:80**

TRADEMARK

Intellectual Property (this index)

TRADEMARKS

Intellectual property, checklist for
application, **5:16**

Licensing, **5:1**

TRADE SECRETS

Intellectual Property (this index)

TRUST AGREEMENTS

Equipment, **3:36**

INDEX

U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

Checklist for sponsoring an employee
for U.S. permanent resident
status, **1:81**

U.S. PERMANENT RESIDENT STATUS

Checklist for sponsoring an
employee, USCIS, **1:81**

VALUE AND VALUATION

Mergers and acquisitions, calculating
stock value, **6:17**

VENDOR CYBERSECURITY

Small entities, **11:15**

VENTILATION

COVID-19, **2:28**

VIOLENCE PREVENTION

Workplace, **1:23, 1:24**

VISAS

L-1 visa, using as alternative to
outsourcing, **4:7**

WAGE AND HOUR DIVISION OF DOL

Checklist of major statutes enforced
by DOL, **1:59**

WARN ACT

Generally, **1:27**

WARRANTIES

FTC warranty checklist, **3:19**

Purchasing or leasing capital equip-
ment, **3:3**

WEB SITES

Internet (this index)

WELLNESS PROGRAMS

Employment relations, **1:57**

WHISTLEBLOWERS

Affordable Care Act, protections,
1:46

FAQs, securities, **12:24**

WILLIAMS ACT

Tender offers, **12:2**

WORKER ADJUSTMENT AND RETRAINING NOTIFICATION ACT

Generally, **1:27**

WORKERS' COMPENSATION

Claims, suggestions for reducing,
1:15