



HR Policy Compliance Checklist Template

Policy Review & Updates

Ensuring policies are current, legally compliant, and aligned with business needs.

Last Policy Review Date

Enter date...

Summary of Changes Made (if applicable)

Write something...

Policy Review Frequency

- ☐ Annually
- ☐ Bi-Annually
- ☐ Quarterly
- ☐ As Needed

Legal Counsel Review Required?

- ☐ Yes
- ☐ No