



A Better Bottom Line through Experienced HR

We are a combination of diverse workplace professionals and perspectives providing Operations-based Human Resources and Workplace Safety & Risk Management Services. We design and implement workplace solutions that address current problems and prevent their reoccurrence. Often our solutions are embodied in specific programs and services and are always supported by a full emphasis on education and training. Our strategies reduce costs, enhance operations, and build client value through workplace relations.

We build workplace relations through Experienced HR.

We provide Integrated Human Resources, Workplace Safety & Risk Management and Operations supported by key competencies and specific products and services.



The Word on KAFF Partners ...

At KAFF Partners, we believe that people are any company's most valued assets. Our mission is to increase value by delivering integrated, customized and affordable operations-based human resources, safety, and risk management services. We design and implement workplace solutions that not only address current problems but build systems that prevent their reoccurrence. Our strategies reduce costs, enhance operations, increase value and further organizational goals.

Our Company: In March, 1999, we came together to discuss the need for a consulting business to address the Human Resource issues in small and mid-size organizations. KAFF, the initials of the founding partners, incorporated in May of that year. Since then, the consultancy has grown to include in excess of sixty clients in six industrial sectors.

Our Approach: We build client value through workplace relations. We build workplace relations through experienced HR.

We Deliver: Human Resource Services including leadership and supervisory training, executive development, handbooks, policies and procedures, HR assessments and compliance reviews, workplace investigations and background checks.

We Deliver: Workplace Safety & Risk Management Services including workplace safety, occupational health, environmental compliance assistance, safety training and physical loss prevention and security.

We Deliver: Operations Services including assessments, cost controls, budget review and guidance and contract negotiations.

We are Different: All business service providers are not created equal. KAFF Partners integrates human resources, operations, workplace safety and education & training, a combination that elevates the role of an organization's most important resource — its people — in decision-making processes.

We bring practical operations experience to human resource, workplace safety and risk management issues. Our experience is embodied in strategies, processes, products and services that reflect our key competencies and are fully supported by our education and training initiative. KAFF understands and accounts for the entire organization and the critical role human resources plays in reaching organizational goals and objectives.



The Word on HR and Operations ...

Human Resources

KAFF's extensive skills and experience combine to offer cost-effective solutions to human resource problems including:

- Employee Relations
 - Hiring and Termination
 - Retention and Promotion
 - Coaching, Counseling and Mentoring
 - Performance Appraisal
 - Compensation and Benefits
- Labor Relations
 - Negotiations
 - Grievances and Arbitration
 - Labor-Management Relations
 - Labor Contract Cost Analysis
- Custom Policies and Procedures
 - Manuals and Handbooks
 - Job Descriptions
 - Monitoring and Revision
- Compliance, Audits and Third-Party Investigations
 - Harassment / Sexual Harassment
 - Hostile Work Environment
 - EEOC, FMLA, ADA, FLSA, ADEA
- Training
 - Custom Curriculums
 - Job Skills
 - Quality / Group Process
 - Compliance
 - Policies / Procedures

Operations

KAFF's operational experience allows us to provide the right HR resources, fully aware of business systems, work processes and bottom-line concerns. KAFF's experience in business systems and work process management means our HR resources will efficiently and profitably improve your business performance. KAFF effectively uses techniques such as

- Organizational Assessment
- Labor Scheduling
- Budgeting
- Logistics
- Expense Control
- Strategic Planning
- Profit & Loss Analysis

To appreciate the context for HR issues means KAFF can provide problem solutions and prevention strategies that yield positive bottom-line results.



The Word on Workplace Safety ...

Expertise

Whether you need compliance assistance from the ground up or to update existing programs, our professional staff has the skills and tools to get the job done. Take the worry and hassle out of your safety, health and environmental compliance issues. Areas of expertise include:

- Chemical Safety/Hazard Communication/MSDS • Food Safety/HACCP • Electrical Safety
- Emergency Action/Fire Prevention/Evacuation • Lock-Out/Tag-out/isolation
- Emergency Response to Chemical Releases • Confined Space Entry/Rescue
- Laboratory Safety & Hygiene • Respiratory Protection • SPCC Plans/BMP Plans
- Clean Air and Clean Water Act Permitting/Compliance • Hazardous Waste Management
- Stormwater Pollution Prevention Plans/Teams • Toxic Release Inventory (SARA 313)
- Community Right-To-Know (SARA 302-312) • Hearing Conservation/Noise Reduction
- Industrial Hygiene Air/Noise Monitoring • Indoor Air Quality • First Aid/CPR
- Medical Monitoring • Lift Truck Training • Crane/Hoist/Sling Safety
- Fall Protection • Ladders/Scaffolds • Excavation/Trenching Safety
- Asbestos, Lead and other regulated materials • HazMat Team Development

Consulting

KAFF Partners is available to assist you in all areas of Occupational Safety, Industrial Hygiene and Environmental Compliance with:

- Consulting Services - OSHA/EPA/DOT/HUD • Compliance Status Assessments
- Hazard Evaluation and Control Strategies • Site-Specific Compliance Programs
- Indoor Air Quality Investigations • Lead inspections, Risk Assessment, and Project Design
- Safety, Hygiene and Environmental Engineering • Environmental Permitting
- Air, Noise and Environmental Sampling and Analytical Support
- Construction Safety Programs and Training • Hazardous Material Shipment

Education

KAFF Partners believes that policies and plans, without quality employee training, do not comprise an effective compliance effort. Without employee "buy-in", your programs will be judged hollow by regulatory inspectors visiting your site.

Our state-of-the-art training methodologies are field and factory proven. No boring lectures or theoretical textbooks ... instead the focus is placed on hands-on, practical skill development and participation. All training is customized to be site-specific with variable formats based on trainee experience. Additionally, we always provide you with documentation of the skills and knowledge gained, to satisfy compliance officers.

American Chemical Society - National Environmental Training Association
American Society of Safety Engineers - Institute of Hazardous Materials Management