



Client Activity Update

This update will provide you with a recap of the work that has been performed for your Company by Workforce Consultants for the dates noted. The details will provide you with a summary of all hours worked that will be billed to you at the end of the month. We will also focus on any pending tasks or projects that may have been assigned by you or recommendations that are pending approval.

If you have any questions regarding this update, please contact your primary consultant or a member of the Workforce Leadership Team.

We appreciate your partnership with Workforce Consultants.

Client	ABC Company
Primary Workforce Consultant	Rachel Miyata
Dates of Activity	October 9 – 15, 2023
Actions Completed	<ul style="list-style-type: none"> Conducted workplace investigation regarding allegations of harassment by supervisor in the factory on the 3rd shift. Provided investigation report and recommendations for actions to be taken on complaint. Reviewed draft attendance policy and provided recommendations for changes.
Total Hours to be Billed	12.50 hours
Actions to be taken in the next 30 days	<ul style="list-style-type: none"> Update employee handbook for 2024 compliance Provide in-person harassment training for employees who need to retake the training due to retraining requirements (every 2 years in CA)
Recommendations Pending Approval from Client	<ul style="list-style-type: none"> Approval of actions recommended on workplace investigation. Finalize new attendance policy for implementation and communication roll-out.

A client activity report needs to be submitted on a weekly basis for any work you have completed for a client. The purpose is to be transparent about all work in process and the hours that will be charged for services to the client at the end of the month. For clients on an advisory or subscription service who may not have weekly activities, this report should only be submitted when there is activity.

If a client is being supported by multiple Workforce team members, it is the Primary Consultant's responsibility to communicate with the other team members to gather information and summarize all actions completed in the client activity update.

Copies sent to Workforce Leadership Team

Rachel Miyata

Greg Wilson

Savannah Shulman