

HR Compliance Audit Report Template

Company Name: [Insert Company Name]

Date: [Insert Date]

Prepared by: [HR Representative Name]

1. Overview

This report evaluates HR compliance across key areas, including labor laws, workplace safety, and equal employment policies.

2. Audit Areas & Compliance Status

Compliance Area	Status (Compliant/Non-Compliant)	Action Needed
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Hiring Practices	[Status]	[Action]
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Workplace Safety	[Status]	[Action]
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Employee Benefits	[Status]	[Action]
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Payroll Accuracy	[Status]	[Action]
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3. Key Findings

- [Highlight Issues Identified]

- [Compliance Gaps & Legal Risks]

4. Action Plan

- [Insert Recommendations for Improvement]

- [Insert Deadlines & Responsible Persons]