One of the major responsibilities of HR is to, of course, manage human capital. This continues after employee hiring and continues through termination and succession. Having effective policies in place that define these, and other functions in between, is critical to an organization’s commitment to ethical, legal, fair, and efficient operating practices. In this assignment, you are asked to share best practices or policies on these topics during a series of brown bag sessions (these are informal lunch time presentations). Scenario Imagine that HR leadership is busy integrating the HR teams from both hospitals and they want to make sure department members are operating in concert with one another on a range of topics. Over the next several weeks, leadership plans to have you conduct three brown bag sessions (informal lunch-time presentations) that examine the topics of record keeping, ethics and law, and succession planning. They have asked you to write an executive summary of the content planned for each session in advance. Session Descriptions: Session 1: Maintaining Accurate Employee Records—In this session, you identify, and elaborate upon, four reasons for maintaining accurate and objective employee records. Session 2: Ethical and Legal Termination—In this session, you examine the legal and ethical aspects of selecting and terminating an employee out of a group of people with similar performance, behaviors, and jobs as a part of a broad-ranging cost saving initiative.