

Employee Handbook

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1. Welcome and Introduction

☐ Generic message.

Hello and welcome to the team at _____ [Company Name]. This employee handbook provides you with essential information on our policies, procedures, and other important employment information. You should keep it handy at all times as it can answer many employment-related questions.

☐ Customized message.

Please note this handbook is not an employment agreement. The information could change anytime and represents a summary of our policies and procedures. For updates or full versions of the policies and procedures, contact _____ [Name of Contact Person/Department] at _____ [Phone Number] or _____ [Email].

2. Company Vision and Mission

Our mission statement at _____ [Company Name] is to _____ [Company mission]. We envision _____ [Company vision].

3. Employment Policies

At _____ [Company Name], each employee's employment classification depends on the terms of their hiring agreement. Workers classifications include:

☐ Regular full time: Regular schedule working 40 or more hours per week. Eligible for full benefits package.

☐ Regular part time: Regular schedule working at least _____ [Number of hours] per week. ☐ Eligible ☐ Not eligible for benefits package.

☐ Temporary full time: Working 40 hours or more per week. Employment will be for an unspecified term on an "at will" basis. ☐ Eligible ☐ Not eligible for benefits.

☐ Temporary part time: Working at least _____ [Number of hours] per week. Employment will be for an unspecified term on an "at will" basis. ☐ Eligible ☐ Not eligible for benefits.

☐ Independent contractor: Contract determines elements of relationship between contractor and _____ [Company Name]. Operates as an independent company on specific projects for _____ [Company Name] and not an employee. Not eligible for benefits.



Please contact _____ [Name of Contact Person/Department] at
_____ [Phone Number] or _____ [Email] with
any questions.

4. Equal Employment Opportunity

At _____ [Company Name], we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.

5. Harassment-Free Workplace

_____ [Company Name] is committed to maintaining a work environment that is free from all forms of harassment, whether based on race, color, religion, sex, national origin, age, disability, or any other legally protected class. Any form of harassment is a violation of this policy and will be treated as a disciplinary matter.

6. Drug and Alcohol-Free Workplace

We are committed to maintaining a safe and productive work environment at _____ [Company Name]. All employees are prohibited from being under the influence of alcohol or illegal drugs while on company property, operating company vehicles, or conducting company business.

7. Dress Code

Proper attire is important for a safe and professional workplace. The dress code at _____ [Company Name] is ☐ casual ☐ business casual ☐ business professional ☐ uniform. All employees should adhere to the guidelines provided at hire.

Prohibited dress includes:

8. Workplace Health and Safety

At _____ [Company Name], we pride ourselves on providing a safe work environment. We expect all employees to abide by safety standards and rules. If you notice a safety concern please contact your supervisor immediately. It is everyone's responsibility to maintain a clean workspace and to avoid creating hazardous conditions.



9. Leaves of Absence

State and federal laws provide employees with the right to request a leave of absence for some medical and family-related needs. Please see the full policy for time off for details.

10. Compensation, Time Off, and Benefits

Employees should refer to their hiring agreement for specific payment schedule. _____
[Company Name] provides paid time off and vacation time based on hours worked and time with the company. All employees receive the following paid holidays:

To receive paid time off, vacation days, or paid holidays, employees must follow company time off procedures as outlined in the hiring agreement.

Employees may be eligible for benefits, including retirement plans and health insurance. Please see the hiring agreement for details.

Additional benefits available to all employees include

Please contact _____ [Name of Contact Person/Department] at
_____ [Phone Number] or _____ [Email] with
any questions about compensation or benefits.

11. Performance Management and Professional Development

Employees will undergo routine evaluations of their work performance. Managers will provide feedback to assist employees with correcting any issues. _____ [Company Name] values helping its employees with improving their professional performance and will offer some professional development opportunities at no cost throughout the year.

12. Workplace Communication

All employees must abide by the communication policy provided during onboarding. At _____
[Company Name], we expect all employees to communicate in a professional and respectful manner. We will use meetings, emails, and other tools to help ensure employees stay informed about any changes or news.

13. Confidentiality and Data Protection

Employees must maintain the confidentiality of proprietary information about _____ [Company Name], its clients, and its employees. This requirement extends beyond the period of employment.



14. Grievance and Complaint Procedures

Employees with concerns or complaints should first contact their direct supervisor. If this is not possible, they should contact human resources. All issues will receive timely attention.

15. Termination of Employment

All employment at _____ [Company Name] is at will, which means you or the company may end employment at any time for any reason not prohibited by law without notice.

Acknowledgment of Receipt

I, _____ [Employee Name], have received and read the _____ [Company Name] employee handbook.

Employee Signature

Date

