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(Replace the When I Work logo with your company)

**EMPLOYEE HANDBOOK**

1. Welcome
2. Company Policy
3. Purpose of Employee Handbook
4. What You Can Expect From [Company Name]
   1. Company Policy
      1. Hiring Policy
         1. Equal Opportunity Employer
         2. Conflict of Interest
         3. Onboarding
         4. Standards of Conduct
         5. Employee Background Check
      2. Internet Policy
      3. Email Policy
      4. Social Media Policy
      5. Harassment-Free Workplace
      6. Hours and Payroll Information
      7. Wage and Performance Reviews
      8. Promotion
      9. At-Will Employment
   2. Benefits
      1. Health Insurance
      2. Life Insurance
      3. Workers Compensation Insurance
      4. Profit Sharing Plan
      5. Vacation