**S-Mart EMPLOYEE HANDBOOK**

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EMPLOYEE HANDBOOK

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# WELCOME

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# PURPOSE OF THIS DOCUMENT

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# VISION STATEMENT AND ORGANIZATIONAL CULTURE

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# MISSION STATEMENT

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# GUIDING VALUES AND HISTORY

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# BOARD OF DIRECTORS AND OWNERSHIP INFORMATION

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# GENERAL EMPLOYEE INFORMATION

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# STANDARDS OF CONDUCT

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# COMPENSATION POLICY AND PAYROLL

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# EMPLOYEE BENEFITS

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# AT-WILL EMPLOYMENT

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# ENDING EMPLOYMENT

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# EMPLOYEE SCHEDULE POLICY

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# BREAK POLICY

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# TRAVEL POLICY

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# ATTENDANCE AND ABSENTEEISM POLICY

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# PERFORMANCE REVIEWS

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# DRESS CODE

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# PERSONNEL FILES AND PRIVACY POLICY

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# COMPUTER AND USE OF TECHNOLOGY POLICY

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# SOCIAL MEDIA POLICY

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# MEDIA AND COMMUNICATIONS POLICY

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# DISCIPLINARY PRACTICES AND DISPUTE RESOLUTION

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# DRIVING POLICY AND MILEAGE REIMBURSEMENT

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# EXPENSE ACCOUNT INFORMATION

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# CONFIDENTIALITY AGREEMENT

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# NON-DISCLOSURE AGREEMENT

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# EMPLOYEE SAFETY AND SECURITY

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# ANTI-DISCRIMINATION POLICY

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# HARASSMENT POLICY

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# SEXUAL HARASSMENT POLICY

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# SMOKING

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# ALCOHOL AND SUBSTANCE ABUSE

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# SOLICITATION AND OTHER EMPLOYMENT

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# NEPOTISM POLICY

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# glossary of company terms

*Optional*

| TERM | DEFINITION |
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# Appendix

| DOCUMENT NAME | DESCRIPTION | LOCATION |
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# NON-DISCLOSURE AGREEMENT

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| **EMPLOYEE SIGNATURE** | **DATE** |
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# CONFLICT OF INTEREST STATEMENT

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| **EMPLOYEE SIGNATURE** | **DATE** |
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# CHANGES IN POLICY STATEMENT

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| **EMPLOYEE SIGNATURE** | **DATE** |
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# CONFIDENTIALITY AGREEMENT

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| **EMPLOYEE SIGNATURE** | **DATE** |
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# ACKNOWLEDGEMENT OF HANDBOOK WITH signature

The signature below serves to verify the employee has received, has read, and understands the Employee Handbook.

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| --- | --- |
| **EMPLOYEE SIGNATURE** | **DATE** |
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| **MANAGER SIGNATURE** | **DATE** |
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# EMERGENCY CONTACT INFORMATION

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** |  | | | **RELATIONSHIP** |  | | |
| **MAILING ADDRESS** |  | | | | | | |
| **PHONE 1** |  | **PHONE 2** |  | | | **PHONE 3** |  |
|  | | | | | | | |
| **NAME** |  | | | **RELATIONSHIP** |  | | |
| **MAILING ADDRESS** |  | | | | | | |
| **PHONE 1** |  | **PHONE 2** |  | | | **PHONE 3** |  |
|  | | | | | | | |
| **NAME** |  | | | **RELATIONSHIP** |  | | |
| **MAILING ADDRESS** |  | | | | | | |
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