**Employee Handbook Implementation Checklist**

Have legal counsel review both the handbook and acknowledgment form

Train supervisors on how to interpret and apply employee policies

Introduce the employee handbook to your workforce

Answer employee questions and concerns regarding the employee handbook

Require all employees to acknowledge that they have received and understand that they are responsible for complying with all company policies in the handbook

Track who has completed the acknowledgement and follow up with employees who haven't done so

Integrate the handbook into everyday company culture

Apply all policies fairly and consistently

Review your handbook regularly

Update your handbook to ensure compliance with employment laws and current company practices

Require all employees to acknowledge policy changes whenever there is a change in any policy