

What to include in an employee handbook

General Information

- Introduction and Purpose of the Handbook
- Welcome Message From the Company
- Company History
- Company Vision
- Company Mission
- Company Values
- Company Goals
- Company Commitment to Employees
- Code of Conduct
- Non-solicitation Policy
- Confidentiality Agreement
- Non-compete Agreement
- Employee Handbook Disclaimer
- Employee Signoff Signifying Receipt and Acknowledgement that he/she understands and will abide by the contents included

Cultural Information

- Dress Code
- Working Hours and Overtime
- Break and Lunch Periods
- Attendance Expectations and Policy
- Smoke-Free Workplace
- Parking
- Workplace Visitors
- Payroll Information
- Health Insurance
- Employee Assistance Program (EAP)
- Education Assistance
- Expense Reimbursement
- Stock Options
- Employee Discounts
- Holiday Schedule (Paid Holidays)
- Company Social Events
- Pets in the Workplace Policy
- Vacation Time
- Sick Days
- Personal Days
- Work from Home Policy
- Flexible Work Hours Policy
- Use of Company Equipment and Electronics
- Performance Expectations and Evaluation
- Retirement Plans
- Bonuses

Case Specific Information

- Equal Employment Opportunity Policy
- Accommodation For People with Disabilities
- Internal Employee Application Process
- Promotions
- Open Door Policy
- Access to Personnel Records
- Harassment and Discrimination Policy
- Harassment and Discrimination Reporting Procedure
- Harassment Investigation Process
- Health and Safety Policy
- Joint Health and Safety Committee Information
- Office Romances: Fraternization Policy
- Severe Weather and Emergency Closings
- Telecommuting Policy
- Drugs and Alcohol Policy
- Workplace Violence
- Weapons at Work
- Conflicts of Interest
- Accepting and Giving Entertainment of Gifts
- Travel for Business Policy
- Mileage Reimbursement
- Maternity/Paternal Leave Policy
- Bereavement Leave
- Jury Duty
- Family and Medical Leave
- Sick Leave
- Monitoring in the Workplace
- Employee Conduct and Performance
- Disciplinary Process
- Complaint Procedure
- Employment Termination
- Emergency Procedures
- First Aid Kit



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R Barnett



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Table of Contents Guidelines For Employee Handbooks

1. Understanding the eBook Guidelines For Employee Handbooks
 - The Rise of Digital Reading Guidelines For Employee Handbooks
 - Advantages of eBooks Over Traditional Books
2. Identifying Guidelines For Employee Handbooks
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Guidelines For Employee Handbooks
 - User-Friendly Interface

4. Exploring eBook Recommendations from Guidelines For Employee Handbooks
 - Personalized Recommendations
 - Guidelines For Employee Handbooks User Reviews and Ratings
 - Guidelines For Employee Handbooks and Bestseller Lists
5. Accessing Guidelines For Employee Handbooks Free and Paid eBooks
 - Guidelines For Employee Handbooks Public Domain eBooks
 - Guidelines For Employee Handbooks eBook Subscription Services
 - Guidelines For Employee Handbooks Budget-Friendly Options
6. Navigating Guidelines For Employee Handbooks eBook Formats
 - ePub, PDF, MOBI, and More
 - Guidelines For Employee Handbooks Compatibility with Devices
 - Guidelines For Employee Handbooks Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Guidelines For Employee Handbooks
 - Highlighting and Note-Taking Guidelines For Employee Handbooks
 - Interactive Elements Guidelines For Employee Handbooks
8. Staying Engaged with Guidelines For Employee Handbooks
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Guidelines For Employee Handbooks
9. Balancing eBooks and Physical Books Guidelines For Employee Handbooks
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Guidelines For Employee Handbooks
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Guidelines For Employee Handbooks
 - Setting Reading Goals Guidelines For Employee Handbooks
 - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Guidelines For Employee Handbooks
 - Fact-Checking eBook Content of Guidelines For Employee Handbooks
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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