# 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
- Borruses

# 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: Fratemization Policy
- . Severe Weather and Emergency Closings.
- Telecommuting Policy
- . Drugs and Alcohol Policy.
- Workplace Violence
- Weapons at Work
- · Coefficts of Interest
- Accepting and Giving Entertainment of Gifts
- Travel for Business Policy
- Mileage Reimbursement
- Maternity/Parental 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.



# **Guidelines For Employee Handbooks**

**Workplace Law Group** 

**Guidelines For Employee Handbooks:** 

# Decoding Guidelines For Employee Handbooks: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Guidelines For Employee Handbooks**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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