****[Company Logo]

**{NON-PROFIT ORGANIZATION NAME}**

**EMPLOYEE HANDBOOK**

A simple guide to employee

**TABLE OF CONTENTS**

[**I. WELCOME MESSAGE** 3](#_Toc141700557)

[**II. ABOUT ORGANIZATION** 3](#_Toc141700558)

[**Mission and Vision** 3](#_Toc141700559)

[**Core Values** 3](#_Toc141700560)

[**Organizational Structure** 3](#_Toc141700561)

[**Non-Profit Status and Purpose** 3](#_Toc141700562)

[**III. EMPLOYMENT POLICY AND CLASSIFICATION** 3](#_Toc141700563)

[**Equal Employment Opportunity** 3](#_Toc141700564)

[**Anti-Discrimination and Anti-Harassment** 4](#_Toc141700565)

[**Employment Categories** 4](#_Toc141700566)

[**At-Will Employment** 4](#_Toc141700567)

[**Probationary Period** 4](#_Toc141700568)

[**Employment Eligibility Verification** 4](#_Toc141700569)

[**Employment of Relatives** 4](#_Toc141700570)

[**IV. CODE OF CONDUCT AND ETHICS** 4](#_Toc141700571)

[**Introduction to Code of Conduct** 4](#_Toc141700572)

[**Professionalism and Respectful Behavior** 5](#_Toc141700573)

[**Conflict of Interest** 5](#_Toc141700574)

[**Confidentiality and Privacy** 5](#_Toc141700575)

[**Use of Organization's Resources** 5](#_Toc141700576)

[**Gifts and Gratuities** 5](#_Toc141700577)

[**Reporting Violations** 5](#_Toc141700578)

[**Disciplinary Actions** 5](#_Toc141700579)

[**V. EMPLOYMENT PROCEDURES AND PRACTICES** 6](#_Toc141700580)

[**Recruitment and Selection** 6](#_Toc141700581)

[**B. Employment Offers and Contracts** 6](#_Toc141700582)

[**C. Orientation and Onboarding** 6](#_Toc141700583)

[**Performance Evaluation** 6](#_Toc141700584)

[**Professional Development and Training** 6](#_Toc141700585)

[**Grievance and Complaint Procedures** 6](#_Toc141700586)

[**Workplace Safety and Security** 7](#_Toc141700587)

[**VI. WORK SCHEDULE AND LEAVE POLICIES** 7](#_Toc141700588)

[**Work Hours and Schedules** 7](#_Toc141700589)

[**Attendance and Punctuality** 7](#_Toc141700590)

[**Overtime and Compensation** 7](#_Toc141700591)

[**Paid Time Off (PTO)** 7](#_Toc141700592)

[**Holidays and Special Leave** 7](#_Toc141700593)

[**Family and Medical Leave** 8](#_Toc141700594)

[**Military Leave** 8](#_Toc141700595)

[**Bereavement Leave** 8](#_Toc141700596)

[**VII. BENEFITS AND COMPENSATION** 8](#_Toc141700597)

[**Compensation Structure and Pay Periods** 8](#_Toc141700598)

[**Payroll Deductions and Direct Deposit** 8](#_Toc141700599)

[**Health and Wellness Benefits** 8](#_Toc141700600)

[**Retirement Plans and Savings** 9](#_Toc141700601)

[**Employee Assistance Programs** 9](#_Toc141700602)

[**VIII. TECHNOLOGY AND DATA USAGE POLICIES** 9](#_Toc141700603)

[**Acceptable Use of Technology Resources** 9](#_Toc141700604)

[**Data Security and Confidentiality** 9](#_Toc141700605)

[**Social Media and Online Conduct** 9](#_Toc141700606)

[**Personal Devices and Bring Your Own Device (BYOD)** 9](#_Toc141700607)

[**IX. LEAVING EMPLOYMENT** 10](#_Toc141700608)

[**Resignation and Notice** 10](#_Toc141700609)

[**Termination Employment** 10](#_Toc141700610)

[**Exit Interviews** 10](#_Toc141700611)

[**Return of Organization Property** 10](#_Toc141700612)

[**X. ACKNOWLEDGEMENT AND AGREEMENT** 10](#_Toc141700613)

# **I. WELCOME MESSAGE**

Welcome to [Organization Name]! We are thrilled to have you join our team. This employee handbook serves as a valuable resource that provides you with important information about our organization, policies, and procedures. It is designed to guide you throughout your employment and ensure a positive and productive work environment.

# **II. ABOUT ORGANIZATION**

## **Mission and Vision**

At [Organization Name], our mission is to [describe the mission of the organization]. We strive to [describe the impact or outcome the organization aims to achieve]. Our vision is [describe the long-term vision or aspirations of the organization].

## **Core Values**

Our organization is built on a set of core values that guide our actions and decision-making. These values include [list the core values and provide a brief description of each].

## **Organizational Structure**

[Organization Name] operates under the following organizational structure [describe the key departments, teams, or reporting structure within the organization].

## **Non-Profit Status and Purpose**

[Organization Name] is a registered non-profit organization. As a non-profit, our primary purpose is to [describe the purpose of the organization and the community or because it serves].

# **III. EMPLOYMENT POLICY AND CLASSIFICATION**

## **Equal Employment Opportunity**

[Organization Name] is an equal opportunity employer and is committed to providing equal employment opportunities to all employees and applicants. We do not discriminate based on [list protected characteristics].

## **Anti-Discrimination and Anti-Harassment**

We maintain a workplace free from discrimination, harassment, and retaliation. Discrimination or harassment based on [list protected characteristics] is strictly prohibited.

## **Employment Categories**

Employees of [Organization Name] may be classified into the following categories: full-time, part-time, temporary, or contract. The employment category determines [provide an overview of the distinctions between each category].

## **At-Will Employment**

Employment at [Organization Name] is on an at-will basis, which means that either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice.

## **Probationary Period**

New employees may be subject to a probationary period, during which their performance and suitability for continued employment will be assessed. The length of the probationary period is typically [specify duration].

## **Employment Eligibility Verification**

As required by law, all employees must provide proof of their eligibility to work in the country before commencing employment. [Organization Name] complies with all applicable employment eligibility verification requirements.

## **Employment of Relatives**

[Organization Name] permits the employment of relatives, if it does not create conflicts of interest or violate any anti-nepotism policies. Any potential conflicts arising from the employment of relatives should be disclosed to [appropriate department or personnel].

# **IV. CODE OF CONDUCT AND ETHICS**

## **Introduction to Code of Conduct**

At [Organization Name], we expect all employees to adhere to the highest standards of ethical conduct. Our Code of Conduct sets forth the principles and guidelines that govern our behavior and interactions within the organization and with external stakeholders.

## **Professionalism and Respectful Behavior**

We value professionalism and expect employees to treat one another, as well as clients, partners, and the public, with respect, fairness, and courtesy. Harassment, discrimination, bullying, or any form of disrespectful behavior is strictly prohibited.

## **Conflict of Interest**

Employees are expected to avoid situations where personal interests conflict with the interests of [Organization Name]. Employees must always disclose any potential conflicts of interest and act in the best interest of the organization.

## **Confidentiality and Privacy**

Protecting confidential information is of utmost importance at [Organization Name]. Employees are required to maintain the confidentiality of sensitive information they have access to during their employment. This includes but is not limited to client information, financial data, trade secrets, and intellectual property.

## **Use of Organization's Resources**

All employees are expected to use [Organization Name]'s resources, including equipment, facilities, and supplies, responsibly and solely for work-related purposes. Personal use of organization resources should be minimal and should not interfere with job responsibilities.

## **Gifts and Gratuities**

To maintain the integrity and impartiality of our organization, employees are prohibited from accepting gifts, favors, or other forms of gratuities that could compromise their objectivity or create a conflict of interest. Exceptions may be made for nominal gifts of appreciation within customary business practices.

## **Reporting Violations**

We encourage employees to promptly report any suspected violations of our Code of Conduct, or any concerns related to unethical behavior, discrimination, harassment, or any other misconduct. Whistleblower protections are in place to safeguard individuals who make good-faith reports.

## **Disciplinary Actions**

Violations of our Code of Conduct may result in disciplinary actions, which may include verbal or written warnings, probation, suspension, or termination, depending on the severity and frequency of the violation. Disciplinary actions will be handled fairly and in accordance with applicable laws and regulations.

# **V. EMPLOYMENT PROCEDURES AND PRACTICES**

## **Recruitment and Selection**

[Organization Name] is committed to attracting and selecting qualified candidates who align with our mission and values. Our recruitment process is designed to be fair, transparent, and free from bias.

## **B. Employment Offers and Contracts**

All offers of employment will be made in writing and will specify the terms and conditions of employment. Any employment agreements or contracts entered will be documented and signed by both the employee and a representative of [Organization Name].

## **C. Orientation and Onboarding**

New employees will participate in an orientation and onboarding process to familiarize themselves with our organization, policies, procedures, and job expectations. The onboarding process may include training, introductions to team members, and an overview of the employee's role and responsibilities.

## **Performance Evaluation**

Performance evaluations are conducted at regular intervals to provide feedback on job performance, identify areas for improvement, and recognize achievements. The evaluation process may include self-assessments, manager assessments, and goal-setting discussions.

## **Professional Development and Training**

[Organization Name] encourages employees to engage in ongoing professional development and offers opportunities for training and skill enhancement. Employees are encouraged to discuss their professional development goals with their supervisors.

## **Grievance and Complaint Procedures**

We have established procedures for addressing employee grievances and complaints in a fair and timely manner. Employees are encouraged to voice their concerns without fear of retaliation and can expect their concerns to be addressed promptly and confidentially.

## **Workplace Safety and Security**

[Organization Name] is committed to providing a safe and secure work environment for all employees. We have implemented safety measures, emergency protocols, and procedures to prevent accidents, injuries, and incidents. Employees are expected to comply with safety regulations and report any safety concerns.

# **VI. WORK SCHEDULE AND LEAVE POLICIES**

## **Work Hours and Schedules**

Employee work hours and schedules will be determined by their employment classification and job requirements. [Organization Name] strives to promote work-life balance and may offer flexible work arrangements where feasible.

## **Attendance and Punctuality**

Regular attendance and punctuality are essential for the smooth functioning of our organization. Employees are expected to report to work on time and adhere to their assigned schedules. Absences or tardiness should be communicated to the appropriate supervisor or department.

## **Overtime and Compensation**

[Organization Name] complies with applicable wage and hour laws. Overtime work must be authorized in advance by the employee's supervisor. Overtime pay or compensatory time off may be provided in accordance with applicable laws and organizational policies.

## **Paid Time Off (PTO)**

We recognize the importance of work-life balance and provide paid time off benefits to employees. The specific policies and procedures regarding accrual, usage, and scheduling of PTO will be outlined in the organization's separate PTO policy.

## **Holidays and Special Leave**

[Organization Name] observes certain holidays and may provide additional special leave days for specific occasions. The organization will communicate the list of observed holidays and any special leave policies in a separate policy document.

## **Family and Medical Leave**

Eligible employees may be entitled to take job-protected leave under the Family and Medical Leave Act (FMLA) or other applicable leave laws. Detailed information regarding eligibility, leave duration, and the process for requesting such leave will be provided in the organization's separate FMLA policy.

## **Military Leave**

We support employees who are members of the military reserves or National Guard and provide job-protected leave in compliance with applicable laws. The specific policies and procedures related to military leave will be outlined in the organization's separate military leave policy.

## **Bereavement Leave**

In the event of the loss of an immediate family member, employees may be granted bereavement leave to attend the funeral or make necessary arrangements. The duration and eligibility criteria for bereavement leave will be outlined in the organization's separate bereavement leave policy.

# **VII. BENEFITS AND COMPENSATION**

## **Compensation Structure and Pay Periods**

[Organization Name] establishes fair and competitive compensation structures based on job responsibilities, market conditions, and internal equity. Pay periods, including the frequency and method of payment, will be communicated to employees.

## **Payroll Deductions and Direct Deposit**

Payroll deductions for taxes, benefits, and other authorized purposes may be made in accordance with applicable laws and employee elections. Direct deposit of pay is encouraged, and employees will be provided with instructions to set up direct deposit.

## **Health and Wellness Benefits**

[Organization Name] may offer health insurance, dental insurance, vision insurance, and other wellness benefits to eligible employees. Details of these benefits, including eligibility requirements, coverage options, and enrollment procedures, will be outlined in separate benefit plan documents.

## **Retirement Plans and Savings**

Eligible employees may have access to retirement plans, such as a 401(k) or similar retirement savings plans. The organization will provide detailed information regarding plan eligibility, contribution options, vesting, and other retirement-related benefits in a separate retirement plan document.

## **Employee Assistance Programs**

[Organization Name] recognizes the importance of employee well-being and may provide access to Employee Assistance Programs (EAPs) or similar resources. These programs offer confidential counseling and support services to employees and their immediate family members.

# **VIII. TECHNOLOGY AND DATA USAGE POLICIES**

## **Acceptable Use of Technology Resources**

[Organization Name] provides technology resources, including computers, software, email systems, and internet access, to employees for work-related purposes. Employees are expected to use these resources responsibly, ethically, and in compliance with applicable laws and organizational policies.

## **Data Security and Confidentiality**

Protecting the organization's data and information is vital. Employees must adhere to data security and confidentiality policies and procedures, including safeguarding sensitive information, following data access protocols, and reporting any potential data breaches or security incidents.

## **Social Media and Online Conduct**

[Organization Name] respects employees' rights to participate in social media platforms, but employees must exercise good judgment and professionalism when engaging in online activities that may impact the organization's reputation. Employees should be mindful of the organization's social media policy and guidelines, including respecting confidentiality, refraining from posting discriminatory or defamatory content, and clearly distinguishing personal views from those of the organization.

## **Personal Devices and Bring Your Own Device (BYOD)**

If employees are permitted to use personal devices for work purposes, they must adhere to the organization's BYOD policy. This policy may outline guidelines for data security, access control, and acceptable use of personal devices when connected to the organization's network or systems.

# **IX. LEAVING EMPLOYMENT**

## **Resignation and Notice**

If an employee decides to resign, they are expected to provide a written notice to their supervisor or the designated department within a specified notice period. The notice period may vary depending on the employee's position and length of service.

## **Termination Employment**

At [Organization Name] may be terminated for various reasons, including but not limited to performance issues, policy violations, or organizational restructuring. Termination procedures will be handled in accordance with applicable laws and regulations.

## **Exit Interviews**

Upon separation from employment, employees may be requested to participate in an exit interview. The purpose of the exit interview is to gather feedback, address any concerns or issues, and obtain insights that can help improve our organization.

## **Return of Organization Property**

Employees are required to return any organization property, including but not limited to keys, access cards, equipment, software, and confidential documents, upon the termination of their employment.

# **X. ACKNOWLEDGEMENT AND AGREEMENT**

By signing below, I acknowledge that I have received a copy of [Organization Name]'s employee handbook and understand that it is my responsibility to read, familiarize myself with its contents, and adhere to its policies, procedures, and guidelines. I understand that the employee handbook is not a contract of employment and that [Organization Name] reserves the right to modify or amend the policies and procedures outlined in this handbook at any time, with or without notice.

|  |  |
| --- | --- |
| Employee Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |