**EMPLOYEE HANDBOOK**

[Company Name]

[Address] [City, State, ZIP]

[Phone number]

[www.website.com]

Effective Date: [Insert Date]

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# **A. Introduction**

**Welcome Message:** We extend a warm welcome to all employees of [Company Name]. We are excited to have you as part of our team and look forward to your contributions to our success.

**Company Background:** Briefly describe the history, nature of the business, and any other relevant information about the company.

**Mission and Values:** State the company's mission and values, highlighting the principles that guide our actions and decisions.

**Equal Opportunity Employer Statement**: Emphasize that the company is an equal opportunity employer, committed to providing a workplace free from discrimination and promoting diversity and inclusion.

**Disclaimer:** Clarify that the handbook is not a contract of employment and that the company reserves the right to revise, modify, or terminate any policies or benefits outlined in this handbook at any time.

# **B. Employment Policies**

**Employment Categories:** Define the different employment categories within the company, such as full-time, part-time, temporary, or contract positions.

**At-Will Employment:** Explain that employment with the company is at-will, meaning that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice.

**Non-Discrimination:** Affirm the company's commitment to providing equal employment opportunities and prohibit discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic under applicable laws.

**Anti-Harassment:** State the company's zero-tolerance policy for harassment, including sexual harassment, and provide clear guidelines for reporting complaints and the investigation process.

**Workplace Safety:** Highlight the company's commitment to providing a safe and healthy work environment and outline the employees' responsibilities in maintaining a safe workplace.

**Drug and Alcohol Policy:** Establish guidelines regarding the use, possession, or distribution of drugs and alcohol in the workplace, emphasizing that the company maintains a drug-free environment.

**Attendance and Punctuality:** Specify expectations regarding regular attendance, punctuality, and the procedure for reporting absences or tardiness.

**Timekeeping and Payroll:** Outline the procedure for accurately recording hours worked, breaks, and meal periods. Explain the payroll process, including pay frequency and methods of payment.

# **C. Employee Benefits**

**Eligibility:** Specify the eligibility requirements for employee benefits, such as length of service, employment status, or other criteria.

**Paid Time Off (PTO):** Detail the company's policy on paid time off, including how PTO accrues, how it can be requested and approved, and any limitations or blackout periods.

**Holidays:** List the recognized holidays and explain how the company handles holiday pay or time off.

**Sick Leave:** Describe the sick leave policy, including the procedure for requesting sick leave, documentation requirements, and any limitations or accruals.

**Family and Medical Leave:** Inform employees of their rights under the Family and Medical Leave Act (FMLA) or similar state laws, including eligibility criteria, the process for requesting leave, and the protections provided.

**Health Insurance:** Explain the company's health insurance coverage, including eligibility, the range of benefits provided, any premium contributions, and the procedure for enrollment.

**Retirement Plans:** Outline any retirement plans offered by the company, such as a 401(k) or IRA, including eligibility, company matching contributions (if applicable), and the process for enrollment and managing contributions.

**Other Benefits:** List any additional benefits provided by the company, such as employee assistance programs, wellness initiatives, discounts, or perks.

# **D. Code of Conduct and Professionalism**

**Workplace Conduct:** Define the expected standards of behavior, emphasizing respect, professionalism, teamwork, and cooperation among employees.

**Dress Code:** Specify the dress code requirements for the workplace, if applicable, including any exceptions or variations based on job roles or specific circumstances.

**Use of Company Property and Resources:** Detail guidelines for the appropriate use of company property, equipment, technology, and resources, emphasizing the importance of protecting company assets and respecting privacy.

**Confidentiality and Data Security:** Highlight the importance of maintaining confidentiality regarding sensitive company information, customer data, and proprietary knowledge. Provide guidelines for data security and the protection of personal and company information.

**Social Media and Online Conduct:** Outline expectations for employees' use of social media and online platforms, emphasizing the importance of representing the company professionally and responsibly, both during work hours and personal time.

**Conflict of Interest:** Explain the policy regarding conflicts of interest and the obligation for employees to disclose any potential conflicts that may arise due to personal relationships, financial interests, or other circumstances.

**Personal Relationships:** Address the company's policy on personal relationships among employees, including any restrictions or guidelines to maintain professionalism and prevent conflicts of interest.

# **E. Performance and Development**

**Performance Expectations:** Communicate the company's performance expectations, including productivity standards, quality of work, and adherence to company policies and procedures.

**Performance Reviews:** Explain the process for performance evaluations, including the frequency, evaluation criteria, and the role of managers in providing feedback and setting goals.

**Training and Development:** Highlight the company's commitment to employee development and outline available training programs, workshops, or resources for enhancing skills and knowledge.

**Career Advancement:** Provide information on opportunities for career growth within the company, including promotions, transfers, or additional responsibilities, and the criteria for consideration.

# **F. Employee Relations**

**Grievance Procedure:** Outline the procedure for employees to raise concerns or complaints, including the channels for reporting, the steps involved in the investigation, and the assurance of non-retaliation.

**Disciplinary Policy:** Explain the company's approach to disciplinary actions, including the progressive discipline process, possible consequences for policy violations, and the right to appeal.

**Termination of Employment:** Clarify the circumstances that may result in termination of employment, including for cause or other reasons. Detail the procedures and employee rights during the termination process.

**Resignation:** Provide guidelines for employees who wish to resign, including notice periods, the procedure for submitting a resignation, and expectations during the transition period.

**Exit Process:** Explain the process employees should follow upon leaving the company, including returning company property, completing necessary paperwork, and conducting an exit interview if applicable.

# **G. Acknowledgment of Receipt**

[Include a section for employees to acknowledge that they have received a copy of the employee handbook and understand its contents. Provide space for employees to sign and date the acknowledgment.]

**Acknowledgment of Receipt:**

I acknowledge that I have received a copy of the [Company Name] Employee Handbook. I understand that it is my responsibility to read and familiarize myself with the policies, procedures, and guidelines outlined within the handbook. I understand that the handbook is not a contract of employment and that the company may revise, modify, or terminate any policies or benefits at its discretion.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor/HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**