# 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.



# What Should Be Included In A Staff Handbook

**Richard Kent** 

#### What Should Be Included In A Staff Handbook:

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