

SAMPLE EMPLOYEE HANDBOOK

Introduction

Welcome to ABC Company. This is your employee handbook and it sets out the policies and procedures that we operate with staff. Along with your contract of employment it forms the terms and conditions of employment with the ABC Company. It has been designed to give you some necessary information and you should read it carefully and be familiar with the policies and procedures contained in it.

Policies are necessary for a business. They help us to function in an efficient and orderly manner. We all benefit when we work together towards a common goal but if we are to work together, there must be rules for the protection and benefit of all. We know that most people want to work co-operatively, courteously, efficiently and honestly and we feel this handbook will help you to do so.

If at any time you have questions concerning the handbook or are puzzled about correct procedures, please do not hesitate to ask your manager.

ABC Ltd reserves the right, at its absolute discretion, to withdraw or modify any policies and or procedures and or any staff benefits.

Any amendments to this handbook will be communicated to you through briefing meetings, notice boards, or where appropriate, a personal letter. Our prime objective at ABC Ltd is:

To satisfy the customer

Because the customer is the most important single factor in our business.

Probation

All new employees are subject to a probationary period of 6 months. Details of the operation of the probation are contained in your contract of employment.

Confidentiality

Each employee must agree to the contractual terms of employment associated with confidentiality which are contained in your contract of employment.

Timekeeping

Employees are required to be at their place of work at the scheduled start time. Employees are asked to also abide by break times. Disciplinary action will be taken in the event of on going breaches of timekeeping regulations.

Working Hours

The normal hours of work applicable to different categories of staff are as outlined in each employee's contract of employment.

Please ensure that your Manager is aware of when you leave your work area for any reason including when taking breaks.

Breaks

Unpaid lunch breaks are rostered for a period of 30 minutes and may have to be taken flexibly depending on activities at the Company. These breaks will be allocated by your Manager in consultation with staff.

Particular requests for a specific lunch break on any given day should be advised to your Manager as early as possible and in any event not later than 10am on the particular day.

Coffee and tea breaks shall be allocated by your Manager in accordance with the lunch breaks on that day. These are paid breaks for a maximum of 15 minutes on each occasion. Any break must be taken at the Company unless otherwise agreed with your manager.

Food and beverages should only be consumed at break times and in as far as possible in designated areas for food consumption.

Staff Manual For Comoany

JL Elias



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