This template is designed to help you to outline policies, procedures and expectations for your employees.

[Your company logo]

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Employee handbook

1. Welcome message:
   * Provide a warm welcome message to new employees, expressing your business values and culture.

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1. About [Company name]:
   * Give an overview of your business, including its vision and core values.
   * Describe the history, goals and unique selling points of your business.

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Employment policies:

1. a. Equal employment opportunity:
   * State your commitment to providing equal employment opportunities.

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1. b. Anti-harassment and non-discrimination:
   * Clearly state your policy against harassment and discrimination.
   * Explain reporting procedures and the business’ commitment to investigating and addressing complaints.

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1. c. Code of conduct:
   * Establish expectations for professional behaviour and ethical conduct.
   * Outline guidelines for appropriate interactions with colleagues.

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1. d. Attendance and punctuality:
   * Explain the importance of punctuality and regular attendance.
   * Include guidelines for requesting time off, reporting sick days and managing schedules.

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7. Employee benefits:

* + Describe the perks offered to employees, such as flexible work arrangements.

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1. Performance expectations:
   * Outline performance expectations, including quality of work and productivity.
   * Discuss performance evaluation processes and opportunities for growth.

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1. Health and safety:
   * Highlight your commitment to maintaining a safe and healthy work environment.
   * Provide information on emergency procedures, workplace hazards and reporting incidents.

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1. Termination and resignation:
   * Outline the procedures and policies related to employee termination and resignation.
   * Address notice periods, exit interviews and the return of company property.

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