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

[Your company logo]

|  |
| --- |
|  |

Employee handbook

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

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

Employment policies:

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

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

7. Employee benefits:

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |