

EMPLOYEE HANDBOOK

Updated on
MM/DD/YYYY



WHAT'S INSIDE

- Add section titles here. Short blurbs may be helpful!
- Tip: Accomplish this part when all the sections have been filled out.

Getting Started

Welcome! As a valued employee, you are front and center of this handbook. We hope it contains everything you need to navigate our general processes and policies.

Our Culture

Introduce your organization, emphasizing the culture code and employee environment you are cultivating.





Add images that capture your organization's vibe.

Our Commitment to Diversity and Inclusion

Add any equal opportunity and anti-discrimination statements here. This can also serve as the company's Code of Conduct.

Your Onboarding Checklist

New to the company? This list will help set you up for success.

| TASK OR TOOL | STATUS |
|-------------------------------------------|--------------------------|
| <i>Sign in via the Employee Dashboard</i> | <input type="checkbox"/> |

| | |
|------------------------------------------------|--------------------------|
| Schedule a session with IT to set up equipment | <input type="checkbox"/> |
| Add more as needed | <input type="checkbox"/> |

Employee Guidelines

Types of Employment Status

| TYPE | DEFINITION |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| REGULAR | Define the role by the scope of work, tenure or period covered, expectations, benefits, and relevant legal coverage or protection (e.g., contracts) |
| FIXED-TERM | |
| PROBATIONARY | |
| SEASONAL/PROJECT-BASED | |
| CASUAL | |

Employment Policies

A. Work Hours and Leave Policy

Discuss the expected work hours and types of leaves employees are eligible for.

B. Performance Review

Outline the processes, standards, and metrics by which employees are assessed.

C. Privacy and Data Protection Policies

This section pertains to rules governing personnel data and work files. It can also extend to policies regarding the use of company-owned equipment.

D. Compensation and Benefits

Discuss salary-related policies and benefits packages.

E. Employment Termination Process

Outline the processes and policies regarding ending work engagements.

Health and Safety

A. Physical Safety

Add your organization's safety measures here, including emergency procedures and drug-free/smoke-free policies.

B. Mental and Emotional Health

Include safeguards against discrimination, harassment, and bullying.

FAQs

1. What are some anticipated questions from the employees?
2. Add them here together with the answers to lessen the need for clarification.

Didn't find what you're looking for? Reach out to our team via hello@reallygreatsite.com, and we'll help you!

Useful Resources

- Add any useful links or documents
- You can also embed videos or Canva projects! Click on the "+" on the left, or type "/" to pull up the options.