

YOUR COMPANY

Employee Handbook

*How we work, what you can count on, and what we count
on you for.*

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Welcome

Say, in your own words, why people work here and what you hope this handbook does for them. Keep it warm and short. The detail comes in the pages that follow.

Our mission

One sentence on what the company is for.

Our values

Three or four words, each with a line on what it looks like in practice.

This handbook is a guide, not a contract. Policies can change, and you will be told when they do.

Working here

Standard hours

Monday to Friday, 9:00 am to 5:00 pm

Lunch

Thirty minutes, unpaid

Pay days

Every second Friday

Overtime

Paid as the law requires, approved in advance

Remote work

Describe the policy here

Holidays observed

List them here

Describe how people report their hours and where to ask when something looks wrong on a pay stub.

Time off

Vacation

How much, how it builds up, how to ask.

Sick leave

How much, who to tell, when a note is needed.

Family and medical leave

Who qualifies and how to start.

Other leave

Jury duty, bereavement, voting, military.

Check the rules for your state and country before you publish. This page is a starting point, not legal advice.

Pay and benefits

- Health, dental and vision: what is offered, when it starts, how to enroll
- Retirement plan and any company match
- Paid time off, as on the previous page
- Training and learning budget
- Employee assistance and wellbeing resources

Questions about benefits

People team · people@yourcompany.com · (555) 555-0123

How we treat each other

- Respect: everyone is treated with courtesy and dignity
- No harassment or discrimination of any kind. Say how to report it, to whom, and that retaliation is not tolerated
- Safety: report hazards and injuries right away
- Confidentiality: keep company and customer information private
- Conflicts of interest: tell us before they become a problem

Acknowledgment

I have received and read this handbook. I understand it describes the company's expectations and policies, that it is not a contract of employment, and that the company may update it. I know whom to ask if I have questions.

N a m e

S i g n a t u r e

D a t e