

My Company Name

Employee Handbook – Updated 2022

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Section 1 - Introduction

Welcome Statement

Insert your welcome statement here.

Mission Statement

Our company exists to create value for our customers by delivering a world-class product.

Equal Employment Opportunity

My Company Name is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

My Company Name is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability. Consistent with this policy of non-discrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the Company aware of their disability, provided such accommodation does not constitute an undue hardship to the Company.

Any employee or job applicant who has questions regarding this policy or believes that they have been discriminated against should notify their manager or the Human Resources Manager.

About this Handbook

This handbook was developed to describe the policies, programs, and benefits available to eligible employees. It is important to read, understand, and comply with all provisions of the handbook.

This handbook should not be construed as an employment agreement or contract and does not guarantee any contractual rights. It's also important to remember that this handbook provides general guidelines and that other information such as benefit plans will be described in other documents.

This handbook states only general Company guidelines. My Company Name may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment-at-will.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

Employment-At-Will

Employment with My Company Name may be terminated for any reason, with or without cause or notice, at any time, by you or the Company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment-at-will. Only the President of the Company shall have any authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing. This policy of at-will employment is the sole and entire agreement between you and My Company Name as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment-at-will, terms and conditions of employment with My Company Name may be modified at the sole discretion of the Company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

Open Door Policy

The Company has an open-door policy and takes employee concerns and problems seriously. The Company values each employee and strives to provide a positive work experience. Every employee is encouraged to speak with their immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, you can request a meeting with a manager or with the Human Resources Manager.

Section 2 - Employment Policies

Employee Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and My Company Name.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. exempt employees are excluded from specific provisions of federal and

state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by My Company Name management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

Regular Full-Time: These are employees who are not in temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (30 hours or more per week).

Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Employees, who work irregular hours, regularly scheduled hours every workday or full workdays but less than 5 days per week. A common definition of part-time employment is scheduled work of 30 hours or less per week.

Short Term Employee: A "short term employee" shall mean an individual whose employment is limited in duration and is hired for a specific short-term project, or on a short-term freelance, per diem, or temporary basis. Short-term employees are not eligible for Company benefits.

Trial Period

The first 90 days of employment is an introductory period. This is an opportunity for My Company Name to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed at My Company Name. The Company may extend the probationary period if it desires. If at the end of the introductory period, the relationship is satisfactory to the new employee and the supervisor, the employment relationship will continue. Successfully completing the trial period doesn't alter the employee's at-will status.

Performance Reviews

Included with Comprehensive Handbook

Section 3 - Time Away From Work and Other Benefits

Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the Company's benefit plans are described in more formal plan documents available from the Human Resources Manager. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific

benefit plans are available from the Human Resources Manager. Although My Company Name plans to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

Paid Holidays

My Company Name observes the following holidays: New Year's Day, Memorial Day, Easter, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Day. Holidays are observed on a paid basis for all eligible employees. Full-time employees are eligible for paid holiday benefits.

Vacation Benefits

My Company Name provides, as a benefit, paid vacations for its eligible employees. Submit requests for time off in advance to a supervisor, who may approve or deny the request based on Company resources. The Company is flexible in approving time off when doing so would not interfere with Company operations. Vacation days are granted only on a full-day or half-day basis.

A regular employee is eligible to receive paid time off after 1 months of full-time service. Employees must earn and accrue vacation benefits before they may be used. Employees should consult the Human Resources Manager regarding the amount of vacation leave they accrue each pay period. Any remaining accrued time off is accumulated or carried forward into the next year.

Sick Leave

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Sick days are granted on a paid basis to regular employees.

Health Insurance

My Company Name makes group health benefits available to eligible full-time employees and their family members. Upon becoming eligible to participate in these plans, you will receive additional information about plan benefits and enrollment. If you have questions about our insurance programs, please contact the Human Resources Manager. COBRA Continuation of Health Benefits: Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for themselves, their spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA health insurance benefits, see the Human Resources Manager.

Jury Duty

Included with Comprehensive Handbook

Voting Leave

Included with Comprehensive Handbook

Military Leave

Included with Comprehensive Handbook

Family Medical Leave Act Leave

My Company Name offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more Company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year are available for the following reasons:

The birth of a child and to care for the newborn child;
Placement of a child into adoptive or foster care with the employee;
Care for a spouse, son, daughter, or parent who has a serious health condition; or
Care for the employee's own serious health condition.
To care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a "covered servicemember" and who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of member's office, grade, rank or rating.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the Company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the Company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the Company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

My Company Name will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The Company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the Company to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to the Human Resources Manager.

Upon returning from FMLA leave, an employee will be restored to their original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

Taking another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

Workers' Compensation

As required by law, the Company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of their job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness to a supervisor, regardless of severity.

Additional information regarding workers' compensation is available from the Human Resources Manager.

Section 4 - On the Job Practices and Policies

Employment Records

Included with Comprehensive Handbook

Pay Day

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All employees of the Company are paid weekly. The employer takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

By law, the Company is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of the Payroll Manager immediately so the Company can resolve the issue as quickly as possible.

Overtime

Included with Comprehensive Handbook

Timekeeping

Included with Comprehensive Handbook

Working Schedule

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.

Direct Deposit

My Company Name encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees will receive an itemized statement of wages when My Company Name makes direct deposits.

Lactation Breaks

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break time for an employee to express breast milk. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

My Company Name will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the employee's use. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's

operations, subject to applicable law.

Please advise the Human Resources Manager if you need break time and an area for this purpose.

Company Vehicles Policy

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Company-owned or leased vehicles may be used only as authorized by management. Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device use, including cell phones and tablets, and other devices while driving. Further, even if use is permitted, employees should choose to refrain from using any devices while driving.

Section 5 - Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy

My Company Name believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Company prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting (including racial and ethnic slurs) which impairs an employee's ability to perform their job. Harassment includes:

Verbal conduct such as threats, epithets, derogatory comments, or slurs;

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;

physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response, please contact the next level manager or the Human Resources Manager.

Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such

advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person's clothing or hair; whistling or "catcalls"; staring at someone; or blocking or impeding a person's path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their Supervisor or, if that is not appropriate, to the Human Resources Manager.

Reporting:

Any employee who feels that they have been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their supervisor or the Human Resources Manager. My Company Name will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Company will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

Responsibilities

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors and managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors, and temporary workers understand this policy, taking complaints about harassment seriously, and notifying Human Resources immediately about any complaints of sexual or other forms of harassment.

Workplace Violence

It is My Company Name's policy that any threats, threatening language, or any other acts of aggression or violence made toward or by any Company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors, security personnel, or human resources representatives of any suspicious behavior, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Company will not permit any form of retaliation against any employee for filing a report under this policy.

My Company Name will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Employee Conduct and Work Rules

Included with Comprehensive Handbook

Use of Computer and Communication Systems

Included with Comprehensive Handbook

Punctuality and Attendance

Scheduled hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, the employee should contact the supervisor. The Company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The Company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited and may be subject to disciplinary action.

Failure to report to work and not calling to report the absence is a no call/no show and is a serious matter. Any unreported absences are considered job abandonment and will be considered a voluntary resignation of your employment.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your supervisor as early as possible, but no later than the start of your workday. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

The Company reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.

Personal and Company Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for end-users who have legitimate business uses for connecting a personally-owned mobile device to the Company's corporate network. This mobile device policy applies, but is not limited, to all devices and accompanying media that fit the following classifications:

- Smartphones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Portable gaming devices
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the Company's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the Company's public image. Therefore, all users employing a mobile device connected to The Company's corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to Company-defined processes for doing so. For approval and further information, contact your supervisor.

Company-Provided Portable Communication Devices (PCDs), including cell phones, tablets, and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection

and review upon request. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles.

Personal Visitors and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas. The Company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief.

Inspections

My Company Name wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, My Company Name prohibits the control, possession, transfer, sale, or use of such materials on its premises and may require employees while on Company or client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas including vehicles, desks, cabinets, work stations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as personal email sent to the Company or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

Smoking

The Company is in compliance with the Clean Air Act and has made all our office buildings designated non-smoking areas. Smoking is not allowed on My Company Name premises. This includes “vaping” or using e-cigarettes. Smoking is prohibited in all Company vehicles.

Confidential Company Information

Included with Comprehensive Handbook

No Solicitation / No Distribution

My Company Name works hard to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on Company property at any time.

Conflict of Interest and Business Ethics

All active employees must notify the Company before they take outside employment so that the Company will have reasonable notice to make a determination as to whether it sees, at that time, any conflict of interest. An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with the Company including scheduling requirements and that the position is approved in advance. Employees should consider the impact that outside employment may have on their health and physical endurance and safety. All employees will be judged by the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. The Company retains the right to prohibit second jobs if it considers them to be a safety exposure or if it interferes with current job responsibilities.

The purpose of this policy is to ensure that the Company's reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Situations that would constitute a conflict in most cases include but are not limited to:

Transactions with outside firms that are not conducted within a framework established or controlled by the executive level of the organization.

Bribes, bonuses, fringe benefits, unusual price breaks, or excess volumes designed to benefit another Company, an employee, relative, or acquaintance.

Holding an interest in, or being employed by, any Company that competes with My Company Name.

No "presumption of guilt" is created by the mere existence of a relationship with outside personnel. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above. This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value. It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

Equipment and Property Including Intellectual Property

Employees are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video, print materials, and software.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in discipline, up to and including discharge. Employees are expected to follow safety standards and guidelines and to follow all operating instructions. Employees must notify a Supervisor if equipment, machines, or Company property appears to be damaged or in need of repair.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

Health and Safety

Included with Comprehensive Handbook

Hiring Relatives

It is well accepted that the employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions.

My Company Name's policy is that relatives or friends or individuals who live with but are not legally related to persons currently employed by the Company may be hired only if they will not be working directly for or supervising a relative or personal friend or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred if there is a position opening that the individual is qualified to satisfy. If that decision is not made within 30 days, management will decide. This policy takes effect as of the date this manual was originally distributed.

Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, My Company Name may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

Business Expense Reimbursement

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Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

References

My Company Name will respond to reference requests through Human Resources.

Social Media Policy

Information published on any social networking site should not reveal any information designated by My Company Name as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The Company respects the right of any employee to maintain a blog, web page, or to participate in a social networking site. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter, and similar sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter, or similar site. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site.

You should not post content about the Company, management, co-workers, or customers that is discriminatory, libelous, or threatening or a violation of the Company's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality disability, or other protected class, status or characteristic. My Company Name encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Published information should not reveal confidential information, nor may it disclose any trade secret. My Company Name logos and trademarks may not be used without the written consent of an officer of My Company Name.

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