



## IMPORTANT CONSIDERATIONS TO INCLUDE



Showcase your benefits but don't get too specific about the details. They may change over time.



Make sure your employees know where to turn when they have problems. Be clear about reporting issues.



Don't make policies too rigid. Be sure to give yourself enough flexibility for unexpected scenarios.

## Do the Maintenance

32%

Only around 32% of companies collect acknowledgment signatures from their employees. This is a must.

18%

About 18% of companies review and update their policies each year. Employee handbooks are living documents and should grow with your company.



## Protect Yourself

### CRUCIAL CONTENT

Define the at-will relationship. Employment can be terminated at any time, for any reason.



Get your health and safety policies on record. They should be clear and concise.



Have policies on equal opportunity, harassment, leave, discrimination and breaks.



Clearly state that the handbook is not a contract and is subject to change over time. Have an attorney look it over.



## TELL YOUR STORY

*It's a good one!*



It's not corny. Telling the origin story of your company helps new hires gain a sense of the mission, culture and values of their new employer.

The first paragraphs should be warm and inviting. Teams benefit from a shared history and the handbook is a great place for this story!

# WHAT TO INCLUDE IN A GREAT EMPLOYEE HANDBOOK

A great handbook helps define the vision of the company as well as critical policies procedures and standards.

Your handbook clarifies the employee / employer relationship and protects the company by reducing compliance exposure. It's the best way to define expectations for your team.

It should help new employees get up to speed quickly and keep your team in sync. Your handbook should set the tone for your workplace.



## HANDBOOKS