

# Employee Handbook Sheet

Company Name: [Insert Company Name]

Last Updated: [Insert Last Update Date]

Introduction:

- Welcome Message from Company Leadership
- Purpose of the Employee Handbook
- Disclaimer (e.g., The handbook is not a contract, policies subject to change)

Table of Contents:

## Introduction

### Employment Relationship

- At-Will Employment
- Equal Employment Opportunity
- Anti-Harassment and Anti-Discrimination
- Accommodations for Disabilities

### Code of Conduct

- Professional Behavior and Ethics
- Confidentiality
- Social Media and Technology Usage
- Gifts and Conflicts of Interest

### Employment Policies

- Recruitment and Hiring
- New Employee Orientation
- Hours of Work and Attendance
- Dress Code and Personal Appearance
- Use of Company Property
- Workplace Safety

### Compensation and Benefits

- Payroll Information
- Benefits Overview
- Leave Policies (Vacation, Sick Leave, Holidays)
- Health and Safety Programs

#### Performance and Development

- Performance Expectations
- Performance Reviews
- Training and Development Opportunities

#### Leaving the Company

- Resignation Process
- Termination Process
- Exit Interviews

#### Employee Resources

- Contact Information (HR, Managers, etc.)
- Forms and Documents
- Frequently Asked Questions

#### Acknowledgment and Agreement

- Employee Signature and Date
- Supervisor/Manager Signature and Date
- Witness Signature and Date (if applicable)