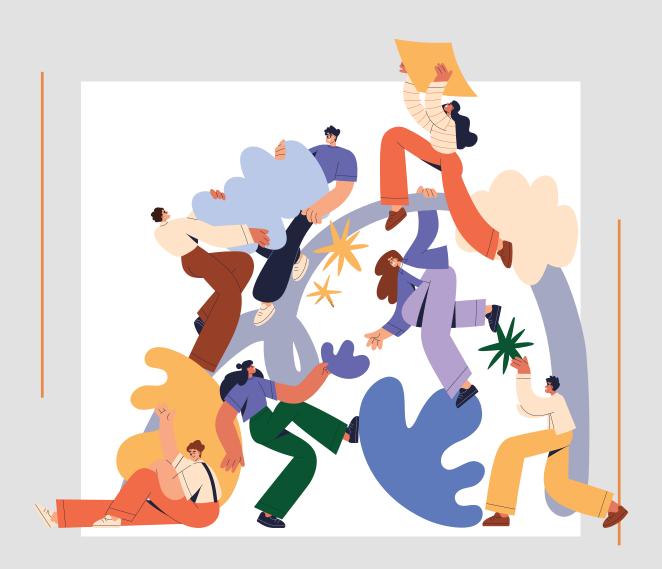
Employee

Handbook Outline



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Welcome

- ♦ Welcome letter from CEO
- ◆ Purpose of the handbook

©2 Company introduction

- Company history and background
- Company mission statement
- Company vision
- Company values
- Company locations
- Access to building/parking

Policies and procedures

- Probationary period
- Open door policy
- ◆ Time and attendance
- Data privacy and security
- ◆ Performance reviews
- Disciplinary procedures
- Resignation and termination
- Health and safety
- Harassment and discrimination
- Alcohol and drugs
- Violence and weapons
- Confidentiality agreement

Code of conduct

- Dress code
- Remote working
- Flexible working policy
- Break and lunch periods
- Workplace visitors
- Use of social media
- Use of company email
- Conflicts of interest
- Attendance
- Intellectual property
- Fraternization
- Confidentiality

Compensation and benefits

- ◆ Pay schedule
- Sick days
- → Public holidays
- Annual leave
- ◆ Compassionate leave
- Parental leave
- → Family and medical leave → Workers' compensation

- → Jury leave
- ◆ Stock offerings
- ◆ Company vehicle
- Travel reimbursement
- ◆ Expense reimbursement
- ◆ Education assistance

Acknowledgement

Acknowledgement of receipt form