

Employee

Handbook Outline



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01 Welcome

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

02 Company introduction

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

03 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

04 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
- ◆ Fraternalization
- ◆ Confidentiality

05 Compensation and benefits

- ◆ Pay schedule
- ◆ Sick days
- ◆ Public holidays
- ◆ Annual leave
- ◆ Compassionate leave
- ◆ Parental leave
- ◆ Family and medical leave
- ◆ Jury leave
- ◆ Stock offerings
- ◆ Company vehicle
- ◆ Travel reimbursement
- ◆ Expense reimbursement
- ◆ Education assistance
- ◆ Workers' compensation

06 Acknowledgement

- ◆ Acknowledgement of receipt form