

EMPLOYEE HANDBOOK

This is your guide
to working with us.

YOUR COMPANY NAME

Add your company name here.

Replace the image on the left with your logo.

Last Updated:

Welcome!

Who we are.

Company overview.

On this page, provide your employees with an overview of your business or organisation, its history, and its place in your industry or sector. Share your organization's mission, vision, and values.

This will help your employees to understand the context in which they work, how their roles contribute to the company's success, and initiate a sense of belonging.

What we do.

Add your own text here.

Our culture.

Add your own text here.

Working with us.

People.

Code of Conduct.

Work Expectations.

Compensation and Benefits

Training and Development.

Leave and Time off.

Policies and Procedures.

Resolving Issues.

Additional Resources.

Employee Acknowledgement

Our People.

Employment relationships, types, and structure.

Outline any different classifications of employment your business might hire people under, such as full-time, part-time, and temporary.

Show how different roles fit within your company visually with an organisation chart.

Code of Conduct.

Code of Conduct.

Clearly outline your code of conduct, and the expected behaviour and ethical standards for all employees.

Cover topics such as respect, integrity, and accountability that contribute to and create a positive and professional workplace culture.

Work Expectations.

Performance expectations.

Communicate your organization's expectations for employee performance, including goals, evaluations and performance reviews, performance improvement plans, and opportunities for potential career advancement in your organization.

Include information on probationary periods and any other relevant information regarding the employment relationship with your business.

Work attendance expectations.

Provide information on your business's hours of operation, standard work hours, attendance expectations, and procedures for requesting time off or reporting absences.

Compensation and Benefits.

Compensation and benefits.

Provide an outline of the structure you use for compensating and paying your employees. Details on any individual personal remuneration should be included in separate employee contracts, however, your employee handbook may general information.

This can include salary scales or hourly rates for different types of work, payment schedules, payment methods, and any other benefits you offer such as health insurance, pension plans, and so forth.

Training and Development.

Training and development.

Highlight your organization's approach and commitment to training and development for employees.

Outline any compulsory training programs, internally or externally, and other training opportunities that you provide to facilitate employee growth and development, and continuous learning.

Leave and Time off.

Leave and time off.

Include your processes and policies related to leave and time off. There are many types of leave, including annual leave, sick leave, leave without pay, parental leave, bereavement leave, leave for jury service, and others.

State your organization's procedures for employees to request time off and have it approved by the appropriate person.

Transparent leave policies help employees manage their work-life balance, and employers plan for adequate staff coverage during absences.

Policies and Procedures.

Health and safety.

Communicate your company's commitment to health and safety in the workplace, and the responsibilities of employees to do the same. Include your emergency procedures, workplace safety rules, and any relevant health and safety policies pertinent to the nature of your environment or business.

Anti-discrimination and harassment.

Include your company's policy and commitment to providing a discrimination and harassment-free workplace. Include your procedures for reporting incidents.

Technology and equipment use.

Tell your employees what your policies are regarding the use of company-provided technology, equipment, and communication tools. This may also include your guidelines for the use or non-use of personal devices at work and in the context of work.

Privacy, confidentiality, and data security.

Communicate your expectations regarding the handling of private and confidential information, customer data, and company proprietary information. You might include mention of obligations under relevant legislation, such as the Privacy Acts in Australia and New Zealand.

Social media use and workplace communication.

Provide guidelines on the use of social media in the workplace, and communication expectations for any messaging apps or channels used for work purposes.

Termination and resignation.

Stipulate your procedures and policies for resignations, terminations, and exit interviews. Specify any requirements you have for employees to return, or leave on the premises, or any company property when they leave your employment, such as keys, uniforms, equipment, and so forth.

Resolving Issues.

Grievance procedures.

Include a fair and transparent process for how you address any potential concerns and grievances from employees.

This demonstrates to employees that your organization commits to resolving issues fairly and timely manner.

Additional Resources.

Appendices and additional resources.

Add any additional documents, relevant HR forms, employee templates, or additional resources to help your employees find more information.

This can also be done via links directly to other documents and forms on your internal systems, intranet, or external websites.

Employee Acknowledgement

I

have received, read, and understood all the information in the Employee handbook for *Insert your company's name here* and agree to comply with the policies and procedures within it.

I understand that the company, *Insert your company's name here* may need to update this Employee Handbook periodically, and I will be provided with updates that will also need to be read, understood, and acknowledged.

I understand that this Employee Handbook is not my employment contract, which is a separate document.

If I have any questions about the content of this Employee Handbook and/or my Employment Contract, I will contact *insert name here*.

Employee's Signature:	
Print Name:	
Date:	<i>Enter date here.</i>
Witness Signature:	<i>Witness to sign here.</i>
Print Name:	<i>Witness to print name here.</i>