



Recommended Policies For Your Employee Handbook



Having a comprehensive employee handbook is crucial for any business, but developing the document for your organization can be overwhelming when you consider the extent of information that must be included.

Effective employee handbooks let employees know what is expected of them and help employers reduce the risk of litigation that can potentially harm their success.

While valuable employee handbooks will be extensive and specific to the business, ALL employee handbooks should cover some important key points:

Company Overview

- ☐ Welcome
- ☐ Vision, Mission, Values, Purpose
- ☐ Facilities and Locations

Employment

- ☐ Employment Categories
- ☐ Hiring Process
- ☐ References
- ☐ Background Checks
- ☐ Performance Management
- ☐ Progressive Discipline
- ☐ Causes for Immediate Termination for Just Cause
- ☐ Employee Records
- ☐ Probationary Period
- ☐ End of Employment
- ☐ Outside Employment and Business Activities

Payroll

- ☐ Salary Administration
- ☐ Online Time & Attendance
- ☐ Payroll Deductions
- ☐ Overtime

Benefits

- ☐ Health & Insurance Coverage
- ☐ Vacation
- ☐ Sick Leave
- ☐ Statutory/Public Holidays
- ☐ Pregnancy & Parental Leaves
- ☐ Bereavement Leave
- ☐ Unpaid Leaves of Absence
- ☐ Family Responsibility Leave
- ☐ Compassionate Care Leave
- ☐ Court Appearance/Jury Duty
- ☐ Reservists' Leave

Code of Ethics and Business Conduct

- ☐ Business Conduct
- ☐ Reporting Wrongful Conduct

- ☐ Non-Retaliation
- ☐ Conflict of Interest
- ☐ Confidentiality and Non-Disclosure
- ☐ Hours of Operation
- ☐ Attendance & Punctuality
- ☐ Internet
- ☐ Privacy of Information
- ☐ Personal Relationships Between Staff
- ☐ Personal Appearance & Presentation

Human Rights

- ☐ Valuing Diversity
- ☐ Duty to Accommodate
- ☐ Respectful Workplace: Anti-Discrimination, Bullying & Harassment
- ☐ Occupational Health & Safety
- ☐ Education and Training
- ☐ Inspections
- ☐ Investigating and Reporting Accidents
- ☐ Alcohol
- ☐ Drug and Substance Use
- ☐ Smoking
- ☐ Acknowledgement and Agreement



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TPD.com
info@tpd.com
1.888.685.3530

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