

# 8 Essentials Sections Your Employee Policies Should Include

## 1 Company Overview & History

This section provides employees with a background on the organization, including its history, key milestones, and growth. Understanding the company's journey fosters a sense of pride and belonging among employees, helping them connect with the organization on a deeper level.

## 2 Company Mission & Values

Clearly outlining your company's mission and values sets the foundation for the company's culture. It guides employee behavior and decision-making, ensuring everyone works towards common goals and embodies the principles that define the company.

## 3 Employment Policies and Practices

This section covers essential policies such as Equal Employment Opportunity, Remote Working, Conflict of Interest, and others. These guidelines ensure fair treatment, set expectations, and provide clarity on what is considered acceptable behavior in the workplace, reducing the risk of legal issues and misunderstandings.

## 4 Compensation

Employees need clear information on how they will be compensated, including pay periods, deductions, and the criteria for raises. This transparency helps to build trust and ensures employees understand their financial relationship with the company, leading to fewer disputes over pay.

## 5 Employment Benefits

Outlining benefits like medical insurance, retirement savings, and paid leave is crucial in attracting and retaining top talent. This section helps employees understand the full scope of their compensation package and how it contributes to their overall well-being and security.

## 6 General Rules & Discipline

This section covers important aspects of workplace behavior, such as attendance, conduct, and harassment policies. By setting clear expectations and providing a framework for addressing issues, you create a respectful and productive work environment where everyone knows the standards they are expected to uphold.

## 7 Financial Policies

This section includes guidelines on cash management, reconciliation, and other financial procedures. By establishing clear financial policies, you help prevent fraud, ensure accurate financial reporting, and maintain the financial health of the company.

## 8 Policy Acknowledgment Form

This form is essential for confirming that employees have read and understood the manual. It provides legal protection for the company by documenting that employees are aware of the policies and agree to adhere to them, reducing liability in case of disputes.