Creating an employee handbook is an essential step for establishing clear communication between your organization and its employees. It serves as a guide to company policies, workplace culture, and expectations. Here’s a template you can use to create your employee handbook for your business, such as [On Point Resume & Coaching Services](http://onpointresumecoachingservices.com).

**[Your Company Name] Employee Handbook**

**Welcome to [Your Company Name]!**

We’re thrilled to have you as part of our team. This handbook will provide you with essential information about our policies, procedures, and expectations. Please read through it carefully and refer to it whenever you have questions about our workplace.

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**1. Introduction**

**Welcome Message**

Dear Team Member,

Welcome to **[Your Company Name]**. We are dedicated to providing a positive, inclusive, and supportive work environment. This handbook outlines our policies and procedures to help you succeed and thrive here. Please reach out to HR if you have any questions.

Sincerely,

[Your Name], CEO

**Company Mission, Vision, and Values**

* **Mission:** [State your company’s mission.]
* **Vision:** [Describe your vision for the future.]
* **Values:** [List your core values (e.g., integrity, innovation, collaboration).]

**2. General Employment Information**

**Equal Employment Opportunity (EEO) Policy**

We are committed to providing equal employment opportunities to all employees and applicants. We prohibit discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected status.

**Anti-Discrimination and Harassment Policy**

Harassment, whether verbal, physical, or visual, will not be tolerated. If you experience or witness harassment, report it immediately to HR.

**3. Workplace Policies**

**Attendance and Punctuality**

Regular attendance is critical to the success of our team. Employees are expected to arrive on time and communicate any absences to their supervisor as soon as possible.

**Dress Code**

Our dress code is business casual unless specified otherwise. Dress appropriately to reflect our professional standards.

**Workplace Safety**

Your safety is our priority. Report any hazards or unsafe conditions immediately to management.

**Confidentiality**

All employees must protect the confidentiality of company information and client data.

**4. Compensation and Benefits**

**Payroll Information**

Employees are paid biweekly on Fridays. Direct deposit is encouraged.

**Overtime Policy**

Non-exempt employees must receive prior approval before working overtime.

**Health Insurance and Benefits**

[Provide information about health plans, retirement benefits, and other perks.]

**Time Off**

* + **Paid Leave:** [Explain your PTO policy.]
  + **Sick Days:** [Include details on sick leave.]
  + **Holidays:** [List recognized company holidays.]

**5. Employee Conduct & Discipline**

**Performance Expectations**

Employees are expected to meet performance standards and uphold company values.

**Disciplinary Procedures**

We follow a progressive disciplinary process: verbal warning, written warning, suspension, and termination.

**Conflict Resolution**

We encourage open communication. If conflicts arise, seek assistance from HR.

**6. Technology and Social Media**

**Acceptable Use Policy**

Company equipment should be used for business purposes only.

**Social Media Guidelines**

Employees are expected to use social media responsibly and avoid posting content that could harm the company’s reputation.

**Data Privacy and Security**

Employees must adhere to data privacy policies to protect sensitive information.

**7. Health and Safety**

**Workplace Safety Procedures**

* + Adhere to safety protocols at all times.
  + Report accidents or injuries to HR immediately.

**Emergency Response Plan**

In case of an emergency, follow the evacuation plan and instructions provided by the safety coordinator.

**8. Employee Development**

**Training Opportunities**

We believe in continuous learning. Employees are encouraged to attend workshops, training, and professional development programs.

**Career Development**

Discuss career goals with your manager during annual performance reviews.

**Performance Reviews**

Regular performance reviews help us recognize achievements and identify areas for growth.

**9. Exit Procedures**

**Resignation and Termination**

Employees who wish to resign should provide at least two weeks’ notice.

**Exit Interview Process**

We value your feedback. Upon resignation, HR will schedule an exit interview to learn about your experience.

**10. Acknowledgement of Receipt**

I acknowledge that I have received, read, and understand the **[Your Company Name]** Employee Handbook. I agree to adhere to the policies outlined in this handbook.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disclaimer:** This handbook is not a contract of employment and does not alter the at-will employment relationship. Policies outlined may be updated at the company’s discretion.

Feel free to customize the content to reflect your specific company policies and practices. An employee handbook is a living document, so remember to review and update it regularly to stay compliant with any changes in employment laws or organizational policies.