



KEY ELEMENTS TO BUILD YOUR EMPLOYEE HANDBOOK

Company Overview: Start with a brief introduction to the company—its history, mission, vision, and core values. This helps employees connect with the bigger picture and understand how their work contributes to the company's overall goals.

Employment Policies: Clearly outline different employment classifications, such as full-time, part-time, and contract roles. This section should also include expectations for punctuality, dress code, and other workplace standards.

Code of Conduct and Workplace Behavior: Employees should have a clear understanding of how they're expected to behave at work. Cover topics like diversity and inclusion, anti-harassment policies, conflict resolution, and ethical workplace behavior.

Compensation and Benefits: Provide details on salaries, bonuses, paid time off (PTO), health benefits, retirement plans, and any other perks employees can expect. Transparency in this area helps build trust and keeps employees informed about what they're entitled to.

Health and Safety Policies: Outline workplace safety protocols, how to report accidents or safety concerns, and steps employees should take to maintain a safe work environment.

Leave Policies: Explain how employees can request time off, including sick leave, vacation days, parental leave, and other types of leave. Clear guidelines help employees plan and ensure smooth operations.

Disciplinary Procedures: Lay out how the company handles policy violations or performance issues. Having a fair and transparent disciplinary process ensures consistency and helps employees understand the consequences of workplace misconduct.

Legal and Compliance Information: Finally, include any relevant legal information, such as anti-discrimination policies, labor law compliance, and other legal requirements that employees need to be aware of. This ensures everyone understands their rights and responsibilities.

Need help reviewing or building
your employee handbook? Reach
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