

XYZ MANUFACTURING
COMPANY

EMPLOYEE HANDBOOK



TABLE OF CONTENTS

WELCOME COMPANY OVERVIEW.....	pg. 2-3
POLICY OVERVIEW.....	pg. 4-6
SAFETY STANDARDS.....	pg. 7
EMPLOYEE PRACTICES & BENEFITS.....	pg. 7-9
PROGRESSIVE DISCIPLINARY ACTION POLICY.....	pg. 10
ATTENDANCE POINT POLICY.....	pg. 11-12
EMPLOYEE ACKNOWLEDGEMENT OF HANDBOOK.....	pg.13

SAMPLE

WELCOME

Welcome to XYZ Manufacturing Company. Whether you have recently joined our team or have worked with us for some time, we are so grateful to work with you. Your presence will be an integral part of XYZ Manufacturing Company future success.

In order to help you perform at your fullest potential and create a safe and rewarding work environment, we are providing you this Employee Handbook. XYZ Manufacturing Company Employee Handbook has been developed to provide general guidelines about our policies and procedures for all employees. However; this Handbook is not an employment contract, and nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause. All terms, conditions, policies and procedures as stated in this Handbook are subject to change.

As a XYZ Manufacturing Company employee, you are expected to review the Handbook and abide by its guidelines. We ask that you do not share any information in this Handbook with persons who are not employees, or otherwise privy to this information through an affiliation with XYZ Manufacturing Company. The highest standards of personal and professional ethics and behavior are expected of all XYZ Manufacturing Company employees.

Please take the time to thoroughly review this Handbook. If you have additional questions please contact Human Resources.

We look forward to working with you and are confident you will find your experience with us mutually rewarding.

Again, welcome!

POLICY OVERVIEW

Equal Employment Opportunity Employer

XYZ Manufacturing Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

It is XYZ Manufacturing Company policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). It is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

We will reasonably accommodate qualified employees with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to XYZ Manufacturing Company. We ask that any questions or requests be directed to Human Resources.

Drug Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, XYZ Manufacturing Company is committed to providing a safe, quality and productive work environment consistent with the standards of the community in which the company operates. Alcohol and drug abuse poses a threat to the health and safety of XYZ Manufacturing Company, our employees and to the security of the company's equipment and facilities. Whenever employees are working, operating any of our vehicles, are present on XYZ Manufacturing Company premises or are conducting company-related work offsite, you are prohibited from:

1. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug.
2. Being under the influence of alcohol or an illegal drug as defined in this policy.
3. Possessing or consuming alcohol.

Violation of any illegal drug use and alcohol will result in immediate termination as a XYZ Manufacturing Company employee.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about XYZ Company, and I understand that I should consult my supervisor or Human Resources regarding any questions I may have. I have entered into my employment relationship with XYZ Company voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or XYZ Company can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with XYZ Company. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by XYZ Company, and the company reserves the right to change my hours and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. XYZ Company has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at XYZ Company is employment at will, which may be terminated at the will of either XYZ Company or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date