

## Employee Handbook Template

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### 1. Welcome Message:

**Prompt:**

Provide a brief introduction to the business. Highlight your business's mission, core values, and what sets the business apart. Explain why employees are a vital part of the team and the business's success.

*Suggestions for Section:*

- Business name and mission statement
  - Core values (e.g., integrity, teamwork, innovation)
  - What makes the business unique
  - An invitation for employees to contribute to a positive work environment
  - A brief history of the business
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### 2. Job Expectations

**Prompt:**

Describe employees' key responsibilities. Explain how these responsibilities contribute to the overall success of the business. Be specific about expected job performance and any goals employees should strive to achieve.

*Suggestions for Section:*

- Key responsibilities for each role
  - Expected work performance standards (quality, deadlines, customer interaction, etc.)
  - The importance of consistency and accountability
  - Clear communication regarding job responsibilities and performance evaluations
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### 3. Work Hours and Attendance

**Prompt:**

Outline the business's work schedule, including expected start and end times, break policies, and attendance rules. Be clear about what to do if employees are running late or need to miss work.

*Suggestions for Section:*

- Regular work hours (start and end times)
  - Break periods (lunch, rest breaks)
  - Expectations for punctuality
  - Procedures for reporting lateness or absence
  - Attendance expectations (e.g., how many missed days are acceptable)
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### 4. Where and How to Work

**Prompt:**

Clarify if remote work is an option, how employees should work from home (if allowed), and any guidelines or tools required for remote work. Also, discuss office-based work expectations.

*Suggestions for Section:*

- Remote work policies (if applicable)
  - Expectations for remote work (availability, communication tools, etc.)
  - Office-based work expectations
  - Communication and collaboration tools used in the office and remotely
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### 5. Pay and Benefits

**Prompt:**

Explain how employees are compensated, when they will be paid, and any additional perks or benefits offered by the business. Be clear about salary, bonuses, and any health or retirement benefits.

*Suggestions for Section:*

- Pay schedule (weekly, bi-weekly, monthly)
  - Salary or hourly wage details
  - Overtime or bonus information
  - Benefits available (healthcare, retirement plans, etc.)
  - Additional employee perks (e.g., gym membership, lunch stipends)
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## **6. Time Off and Holidays**

**Prompt:**

Clarify the business's policies on time off, including paid and unpaid leave, vacation days, and public holidays. Include how to request time off and any limitations or expectations for using leave.

*Suggestions for Section:*

- Paid time off (PTO) policies
  - Sick days, vacation days, and personal days
  - Public holidays recognized by the business
  - How to request time off (advance notice, approval process)
  - Procedures for taking sick leave
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## **7. Workplace Rules**

**Prompt:**

Describe general expectations for employee conduct and behavior to maintain a productive and respectful environment. Include rules for punctuality, communication, and behavior in the workplace.

*Suggestions for Section:*

- Do's and Don'ts in the workplace
  - Professional conduct standards (respect, communication)
  - Guidelines for handling workplace issues (e.g., lateness, performance concerns)
  - Expectations for teamwork and collaboration
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## 8. Dress Code

### **Prompt:**

Provide clear guidelines for appropriate work attire. Specify whether the dress code is business casual, formal, or casual, and include any rules regarding uniforms or safety gear (if applicable).

*Suggestions for Section:*

- General dress code expectations
  - Guidelines for business casual or formal attire
  - Any uniform or safety gear requirements
  - What to do if unsure about dress code
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## 9. Respect and Behavior

### **Prompt:**

Define expected behaviors for respect and professionalism. Emphasize the importance of inclusivity, fairness, and proper communication with coworkers and customers.

*Suggestions for Section:*

- Respect for coworkers and supervisors
- Professional behavior and etiquette in the workplace
- Anti-discrimination and harassment policies
- Creating an inclusive work environment

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## 10. Safety and Emergencies

### **Prompt:**

Provide information on safety protocols, emergency procedures, and any workplace hazards. Explain what employees should do in case of an emergency, including evacuation plans and safety measures.

### *Suggestions for Section:*

- Safety policies and procedures
- Emergency exits and evacuation plans
- Procedures for reporting hazards or accidents
- First-aid kits and other safety resources
- Contact information for emergency situations

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## 11. Using Work Equipment

### **Prompt:**

Outline how employees should use business equipment, including computers, tools, and other technology. Provide instructions on maintenance, care, and any restrictions on personal use.

### *Suggestions for Section:*

- Proper use and maintenance of work equipment
- Restrictions on personal use of business property
- Reporting equipment issues or damages
- Expectations for the return of equipment if leaving the business

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## 12. Social Media and Internet Use

### **Prompt:**

Specify the business's policies regarding internet use, social media engagement, and personal

online activity during work hours. Highlight the importance of maintaining professionalism online.

*Suggestions for Section:*

- Appropriate use of the internet at work
  - Social media guidelines (do's and don'ts)
  - Business representation online
  - Rules for accessing personal websites or apps during work hours
  - Consequences of violating internet or social media policies
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### **13. Problem Solving**

**Prompt:**

Explain the process for handling conflicts or problems in the workplace. Encourage open communication and provide steps employees can take to resolve issues with coworkers or management.

*Suggestions for Section:*

- Steps for addressing workplace conflicts
  - Procedures for reporting issues (chain of command, HR involvement)
  - Conflict resolution techniques
  - Encouraging open communication and feedback
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### **14. Leaving the Job**

**Prompt:**

Detail the procedures for resigning from the business or being terminated. Explain how the process works for both employees and the business, including exit interviews and final paycheck details.

*Suggestions for Section:*

- Resignation process (notice period, written notice)
- Termination procedures (performance, conduct-related, or business reasons)
- Final paycheck and benefits information
- Exit interviews (purpose and what to expect)
- Return of business property upon departure