

EMPLOYEE HANDBOOKS - Are They Really Necessary?

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Rules of the Road

Introduction to the workplace

Sets expectations

Ensure employees are treated fairly

Mitigates risk

Red, Yellow, Green Lights

- ▶ Federal, State, and Local Laws
- ▶ General Employment Information
- ▶ Ethics Policy/Code of Conduct
- ▶ “Anti-” Policies
- ▶ Safety and Security
- ▶ Acknowledgement
- ▶ Employee Conduct
- ▶ Employee Benefits and Services
- ▶ Performance Management
- ▶ Use of Company Property
- ▶ Company Culture
- ▶ Interpersonal Policies
- ▶ Procedural Policies
- ▶ Business Policies



Caution!

Avoid “Casual” Language

Try not to get too specific

Utilize “May” or “Could”

Don’t forget to keep your Handbook updated

Rules of the Road

