



Template

Employee Handbook

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[COMPANY NAME]

Employee Manual / Handbook

Welcome

Welcome to [COMPANY NAME]. We are glad to have you as part of our team. Since our Company's beginning in [YEAR COMPANY STARTED], the desire to serve others has been the driving force behind our growth and our strategy. In fact, [ADD YOUR UNIQUE MISSION STATEMENT HERE] is our mission. At the Company, we have a deep respect and appreciation for our customers, and every individual plays a role in helping ensure the Company's success.

This Employee Manual is not intended as an exhaustive compilation of the Company's expectations, but rather it provides information on certain policies and benefits which are currently in effect. These policies may be modified or supplemented, as part of our continuous effort to improve operations and to make the Company a better place to work. We look to the future with confidence, and we hope that your employment with the Company will bring professional satisfaction and growth throughout the coming years. Thank you for being part of our team. Working together, the Company will continue to grow as a place at which we are proud to work and our customers get the best service.

This Manual was developed to describe some of the expectations we have for all of our employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

[COMPANY OWNER'S NAME] - CEO/OWNER

[COMPANY NAME]

Introduction

As of its issue date, this Manual replaces all previously distributed editions. Any policy contained in any previous Manual which does not appear in this edition, or is different from the information provided in this edition, is invalid. This Manual is the property of the Company. All information contained within this Manual is for the Company and its employees only.

This Employee Manual is not a contract of employment and does not create a contract of employment. This Manual does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Manual is simply to provide you with a convenient explanation of present policies and practices at the Company. This Manual is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Human Resources Department.

The Company reserves the right to modify any of our policies and procedures, including those covered in this Manual, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

A. Employment Policies

1. Engagement

Unless you are employed as a temporary employee or on specific terms, you are a member of our permanent staff after your probation period.

Each employee must complete an Employment Application Form and submit it to the Human Resources Department. Engagement is dependent on the employee being interviewed, tested, and found suitably qualified for employment. **[All new employees are required to pass a medical examination and drug testing prior to engagement.]**

Data to be provided by a new employee upon reporting for duty include:

- (a) Name
- (b) Date and place of birth
- (c) Identity Document and Number
- (d) Residential address and contact telephone number

- (e) Name, address and contact telephone number of the person to be contacted in case of emergency
- (f) Names and dates of birth of spouse and children
- (g) Educational/ professional qualifications
- (h) Employment history

The Company complies with the Immigration laws of [STATE]. All employees are asked on their first day of work to provide original documents verifying the right to work in [STATE]. If you cannot verify your right to work, the Company is not permitted by law to hire you.

All changes of personal particulars above must be reported to the Human Resources Department within one month of such change for updating the employee's personal file.

2. Equal Employment Opportunity

It is the Company's policy to provide equal employment opportunity (EEO) to all qualified persons without regard to race, sex (including pregnancy, childbirth, and related medical conditions), religion, color, age, national origin, disability, citizenship, sexual orientation, genetic information, gender identity or any other characteristic protected by the law. The Company provides equal opportunities in employment, promotions, wages, benefits, and all other temporary disability retired list, for a serious injury or illness. Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.

This Manual is designed to introduce you to our Company, familiarize you with Company policies, provide general guidelines on work rules, benefits, and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

3. Employment Relationship

This Employee Manual is not a contract. It does not create any agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Manual should be construed as creating a contract guaranteeing employment for any specific duration, nor does the Manual obligate you to continue your employment for a specific period of time. Unless you have entered into an employment agreement that supersedes this document, either you or the Company may terminate the employment relationship at any time. The Manual does not guarantee any prescribed process for discipline and discharge.

**This is only a
sample copy.**

**This document
contains a total of
31 pages.**