

EMPLOYEE HANDBOOK

Company: _____

Effective Date: _____

Version: _____

WELCOME

Welcome to _____. This Employee Handbook describes our policies, benefits, and expectations. It is your primary reference for workplace rules.

Mission: _____

Values: _____

AT-WILL EMPLOYMENT

Employment is at-will. Either you or the company may terminate the employment relationship at any time, with or without cause or notice. No statement in this handbook creates an employment contract.

EQUAL EMPLOYMENT OPPORTUNITY

We provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected class.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION

Harassment and discrimination are not tolerated. Report violations to HR or _____. Retaliation for good-faith reporting is prohibited.

COMPENSATION

Pay Periods: ___ Weekly ___ Bi-weekly ___ Monthly

Overtime: Non-exempt employees receive 1.5x pay for hours over 40/week per FLSA.

Performance Reviews: Annual

BENEFITS

Health Insurance: Effective on _____ day of employment

Dental, Vision: _____

401(k): Eligible after _____

Paid Time Off: ___ days vacation, ___ days sick, ___ days personal

Holidays: _____

LEAVE POLICIES

FMLA: Eligible employees (50+ employee employers) receive up to 12 weeks unpaid protected leave for qualifying events.

Bereavement: ___ days

Jury Duty: _____

Military Leave: Per USERRA

Voting Leave: Per state law

WORKPLACE CONDUCT

Code of Conduct: Treat colleagues with respect, work professionally, avoid conflicts of interest.

Dress Code: _____

Attendance: Notify supervisor of absences as soon as possible.

Cell Phone/Internet: Limited personal use during work hours.

Social Media: Don't disclose confidential information or speak for the company.

CONFIDENTIALITY AND IP

Maintain confidentiality of all proprietary information. Inventions and work created on company time belong to the company.

HEALTH AND SAFETY

Drug-Free Workplace: We maintain a drug-free workplace.

Workplace Violence: Zero tolerance. Report concerns immediately.

OSHA Compliance: Follow all safety procedures.

DISCIPLINE AND TERMINATION

Progressive Discipline: Verbal warning, written warning, suspension, termination. Severe misconduct may result in immediate termination.

COMPLAINT PROCEDURES

Report concerns about harassment, discrimination, or policy violations to HR or _____ . We will investigate and respond. Retaliation is prohibited.

AMENDMENTS

The company may modify this handbook at any time. Employees will be notified of changes.

ACKNOWLEDGMENT FORM

I acknowledge that I have received and read the Employee Handbook. I understand that:

- This handbook is not an employment contract
- Employment is at-will
- Policies may change with notice
- I am responsible for complying with all policies

Employee Signature: _____ Date: _____

Printed Name: _____

DISCLAIMER: This template is for informational purposes only and does not constitute legal advice. Laws vary by state. Consult a licensed attorney before executing this agreement.