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The employee handbook (and the newer, cooler “culture code”) is a great tool for employees, new and existing, to learn the company’s mission, values and norms. The handbook lays out expectations about everything from the dress code to employee benefits to conduct policy.

12 Amazing Employee Handbook Examples (and Free Template)

A great employee handbook should communicate your core values, house rules, procedures, and company culture as directly as possible. It should be a brilliant onboarding tool for new hires and a great reference tool for existing employees who need reminders on company policies. Good HR handbooks wear many hats!

The 10 Best Employee Handbook Examples (Updated 2020 ...)

There are plenty of reasons you should have a current, well written employee handbook. Here are a few of our favorites 1) Set the tone in your workplace 2) Communicate what is expected of employees 3) Ensure your policies are clearly communicated 4) Defend yourself against employee claims!

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In the Employee Handbook it should clearly define what your company does, its overall goals and the beliefs that guide the organization. Here are some easy tips to follow: Keep it short. If you can, it should only be a few sentences long. Most employees are not going to read much more than a short paragraph. Ask for help.

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Make your employee handbook readable. Making a handbook readable does not mean packing tons of words into three pages because three pages is a reasonable amount of pages to read. Make the text readable by keeping sentences short, limiting content to one or two main points a page, and including plenty of white space.

5 Employee Handbook Examples From Companies Who Nailed It ...

An Employee Handbook is a document, established by an employer, which outlines the rules, practices, and procedures for employees at the employer. In an Employee Handbook, the employer informs employees about the standards that are expected of them. The employer also generally lets employees know about important information like benefits and time off.

Employee Handbook - Sample Template - Word and PDF

An employee handbook, also known as a staff handbook or employee manual, is a document outlining everything a person needs to know about the company they work for and how it runs. The handbook will go into detail about your company values, policies and procedures to ensure every employee knows what is expected of them and what support they will receive in return.

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