



Employee Handbook Content Recommendations

When mindfully and intentionally crafted, an employee handbook can be a tool used both to communicate necessary legal and compliance related workplace information as well as company culture, tone, and value.

Here are some tips for writing an employee handbook:

1) Use your employee handbook as an extension of your business strategy.

A handbook is one of the first items that a new employee will see and it's the document that everyone should relate to the company's work at hand. It's an important document to establish excitement with employees and the consistency for your company's culture. This is all an extension of the company's business strategy.

2) Make your tone positive.

Handbooks should be a tool to empower employees and to convey company culture and values. Focus on engaging employees as opposed to establishing company power.

3) Keep guidelines simple.

Avoid complicated legal jargon. Aim for an easy flow of information rather than a list of rules.

4) Gear towards the 99%.

Often, handbooks focus on the 1% of employees who break rules. Create a more inclusive and positive tone by focusing on those who follow rules. This is a great way to establish a culture of trust.

5) Personalize to fit your company.

A handbook can show how your company is unique and special. Make sure the format, tone and presentation are a match.

6) Create a template.

Keeping up with legal changes across states can be a challenge. Consider developing a more general handbook document that can be modified for different situations.

7) Keep up with legal changes.

Review your handbook frequently and update at least on a yearly basis.

8) Keep it accessible and user-friendly.

Post online and make employees aware of any changes or updates.



Below is a sample Table of Contents for a complete employee handbook:

Table of Contents

INTRODUCING THE COMPANY ERROR! BOOKMARK NOT DEFINED.

MISSION **ERROR! BOOKMARK NOT DEFINED.**
VISION..... **ERROR! BOOKMARK NOT DEFINED.**
HANDBOOK INTRODUCTION **ERROR! BOOKMARK NOT DEFINED.**
CLIENT RELATIONS **ERROR! BOOKMARK NOT DEFINED.**

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OPEN DOOR POLICY **ERROR! BOOKMARK NOT DEFINED.**
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OUTSIDE EMPLOYMENT **ERROR! BOOKMARK NOT DEFINED.**
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HANDBOOK ACKNOWLEDGMENT FORM ERROR! BOOKMARK NOT DEFINED.