

Employee Handbook

Core Policy Template

1. Introduction

Welcome to [Company Name]. This Employee Handbook provides core policies and guidelines to establish expectations and a consistent working environment for all employees.

2. Equal Employment Opportunity

[Company Name] provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type.

3. Workplace Conduct

- All employees are expected to act professionally and respectfully.
- Harassment, bullying, and discrimination will not be tolerated.
- Employees are responsible for promoting a positive and inclusive workplace.

4. Attendance and Punctuality

Employees are expected to arrive on time and work their scheduled hours. Consistent attendance is essential to the smooth operation of [Company Name].

5. Code of Ethics

1. Act with honesty and integrity in all business dealings.
2. Respect company confidential information.
3. Avoid conflicts of interest.

6. Health and Safety

[Company Name] is committed to providing a safe and healthy workplace. Employees must follow all safety procedures and report hazards promptly.

7. Use of Company Property

- Use company resources responsibly and for business purposes only.
- Protect equipment and report any damages or loss.

8. Confidentiality Policy

All employees must maintain the confidentiality of company and customer information during and after employment.

9. Disciplinary Procedure

1. Violations of company policy may result in disciplinary action, up to and including termination.

2. Employees have the right to respond to any disciplinary action.

10. Acknowledgement

By continuing employment, you acknowledge that you have read, understood, and agree to abide by these policies.

[Company Name]

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