

COVERED

**Dress Code
Holidays
Conduct
Your Butt**



**Struggling without clear employee guidelines?
ClearSite™ has you covered.**

Jumpstart your policies and procedures. Every organization needs to communicate core information to their people. ClearSite™ is the fastest easiest way to do just that by providing pre-written templates for creating policies and procedures, forms, employee manuals, or manager guidelines at a fraction of the time and cost it would take to write them from scratch.



ClearSite™ Complete Policies & Procedures

- Ontario
- Alberta
- BC

Instant Download or Binder Bundle

A complete toolkit of over 225 pre-written MS Word templates to produce individual policies and procedures, employee guidelines and best practices, business forms, and manager guidelines.

(One document for every topic). \$499



clearsite™ QuickStart

EMPLOYEE MANUAL TEMPLATE

ClearSite™ QuickStart Employee Manual

- Ontario
- Alberta
- BC

Instant Download

Get up and running quickly with this customizable MS Word template for creating an Employee Manual that includes a table of contents and a menu of over 165 pre-written topics.

(All topics included in one document). \$349

See reverse side for list of topics.

Visit our website for more information and special offers
www.ClearSite.ca



ClearSite™ Topics (Forms and Manager Resources not included in QuickStart)

Business and Regulatory Conduct

Regulatory Conduct

- Equal Employment Opportunity
- Discrimination and Harassment
- Workplace Privacy
- Privacy Laws & Legislation
- Insider Trading

Business Conduct

- Code of Conduct
- Conflict of Interest
- Personal Activities During Working Hours
- Dating Co-Workers
- Outside Employment or Appointments
- Intellectual Property
- Drug and Alcohol Free Workplace
- Workplace Violence
- Off-Duty Conduct
- Alcohol Consumption at Company Events
- Privacy of Personal Information
- Confidential Information-Classification and Handling
- External Company Communications
- Legal Inquiries or Actions
- Computer and Network use
- Email Use
- Internet Use
- Use of Portable Electronic Devices
- Conflict Resolution and Communication
- Dress Code
- Attendance
- Solicitation on Company Premises
- Charitable Donations
- Gifts and Gratuities
- Gifts and Lunches for Employees
- Weekly Status Reports
- Effective Email Communications
- Non-Disclosure Agreement – Between Companies
- Non-Disclosure Agreement – Visitors

All About Employees

Hiring & Orientation

- Internal and External Job Postings
- Current Open Positions
- Candidate Referral Program
- Rehiring Former Employees
- Hiring Relatives
- Probation Period

Compensation & Benefits

- Job Descriptions
- Summary of Healthcare Benefits and Company Information
- Paid Parking and Cell phone benefits
- Wellness Benefits
- Employee Assistance Program
- RRSP Deductions and Company Matching
- RRSP Enrollment and Change Form
- Health Care Expense Claim Form

People Relations

- Promotions or Transfers
- Problems, Concerns or Suggestions in the Workplace
- Discipline and Termination of Employment
- Resignation
- Retirement
- Unionization
- Exit Interviews

Absences, Leaves, Closures

- Vacation
- Company Paid Holidays
- Maternity Adoption Parental Leave
- Family Medical Leave

- Incidental Sick Time and Personal Time
- Short Term and Long Term Disability
- Return to Work after Serious Illness or Injury
- Bereavement and Compassionate Leave
- Time off to Vote
- Jury Duty
- Unscheduled office Closures
- Personal Leave of Absence

Performance Management

- Providing and Receiving Feedback
- Performance Review Process
- Performance Review Form (full-length version)
- Performance Review Form (abbreviated version)
- Performance Improvement Plan

Training, Education and Memberships

- Training and Development
- Educational Assistance
- Desktop Training
- Professional Memberships
- Tuition and Membership Reimbursement Form

Hours of Work

- Our Working Hours
- Lunch and Breaks
- Overtime
- Shift Premiums
- Telecommuting

Manager Resources

Hiring and Orientation

- Recruiting and Hiring Process
- Approval to Hire
- New Hire Approval Form
- Template – Job Posting Ad Example Senior Position
- Template – Job Posting Ad Example Non-Senior Position
- Template – Confirmation Receipt of Resume
- Employment Application Form
- Contacting Candidates for Interviews
- Interviewing Guidelines and Techniques
- Interview Questionnaire Form
- Interview Summary Form
- Candidate Profile Rating Form
- Template – Post-Interview Candidate “no thank you” letter
- Providing and Checking References
- Reference Check Form
- Relocation
- New Hire Orientation
- New Hire Orientation Checklist
- Training Assessment Form
- Training Reimbursement Agreement
- Template – Announcing New Employee

Compensation

- Compensation and Salaries
- Job Description Form
- Template – Salary Review Letter

Performance Management

- Performance Reviews
- Setting Performance Objectives
- Performance Improvement
- Recognizing your People
- Involuntary Termination
- Template – Announcing Employee leaving the Company

Other Manager Resources

- Exiting Individual Checklist
- Exit Interview Form
- Budgeting Process Guidelines

Your Business and Industry

Introduction Communications

- Employee Manual Launch Announcement
- Employee Manual Welcome and Introduction Page
- Core Company Policies
- Employee Manual Receipt and Acknowledgement Form
- Employee Manual Terminology

About the Company

- Our Vision and Mission
- Our Company History
- Our Company Historical Milestones
- Our Brand
- Our Elevator Pitch
- Our Competitors
- Our Management Team
- Our Definition of Business Success
- Our Service Philosophy
- Our Business Priorities
- Our Projects
- Associations and Subscriptions

About the Culture

- Our Culture and Core Values
- Giving back to the Community
- Service Recognition Awards
- Annual Recognition Awards
- Annual Recognition Award Nomination Form
- All Hands Meetings
- Lunch and Learns
- Social Events
- Treat Days

Accounting and Payroll

Expenses and Fiscal Responsibility

- Fiscal Responsibility
- Purchasing-Terms and Conditions
- Purchase Order Requisition Form
- Expense Reporting
- Accounts Payable and Expense Approval
- Expense Report Form
- Check Request form
- Travel Expenses
- Air Travel Guidelines
- Personal Vehicle Use
- Miscellaneous Expenses
- Travel Authorization and Cash Advance Request Form
- Department Codes
- Capital Expenditure Authorization Form
- Capital Expenditure Justification Form

Payroll and Time Off Reporting

- Payroll and Pay Day
- Time Off Reporting
- Time Sheet Procedures
- Weekly Time Sheet Form
- Absence Approval Form
- Garnishments

Computers and Networks

- Remote Access to Our Network
- Logon ID and Passwords
- Virus Protection
- Back-ups and Offsite Storage
- Computer Technical Support
- Software Support
- Computer Equipment Upgrade Cycles
- Our Printers
- Information Technology Security

Facilities, Safety, Security

Facilities

- Office Temperature Control
- Our Office Lights

- Shower Facilities
- Parking Information and Safety
- Smoking Areas
- For Women Only

Safety

- Safety Committee and Practices
- Safety at Work
- First Aid
- Injury and Illness at Work
- Earthquake and Disaster Preparedness
- Evacuation
- Emergency Contacts

Security

- KeyCards and Premises Access and Lock up
- ID Badges
- Visitors

Office Services

Office Communications Templates

- Correspondence and Presentation Templates
- Template - Letter
- Template - Fax
- Template - Memo
- Template - Email Signature
- Template – Email Signature Confidentially Waiver
- Our Logos and Branding Guidelines

Office Equipment and Phones

- Our Office Equipment
- Taking Company Property off premises
- Taking Company Property off premises Approval Form
- Telephone Systems and Voice Mail
- Long Distance Calls
- Conference Call Procedures

Meetings

- Guidelines for running Efficient, Effective Meetings
- Guidelines for Conducting a Brainstorming Session
- Scheduling Internal Meetings and Booking Meeting Rooms
- Meeting Room Equipment and Use
- Meeting Planner Form

External Services

- Dry Cleaning Services
- Taxi Cabs
- Catering

Other Office Procedures

- Our Office Space
- Office Supplies
- Centralized Filing System
- Our Lunchroom
- Swag
- Business Cards
- Business Card Order Form
- Mail and Couriers
- Fax Procedures
- Bulletin Boards

Company Directory

- Company and Telephone Directory
- Individual Profile Form
- Organizational Chart
- Office Map
- Directory – Department Administrative Assistants

Powered by:



TEL 604.696.1660 (Vancouver Lower Mainland) TOLL-FREE 1.866.925.3275 (Outside Lower Mainland) www.ClearSite.ca