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### About Us, Our Business, Our Industry

Sub-Directory	Document Name	Document Description
Handbook Introductory Documents	<a href="#">At-Will Employment Notice</a>	This page is an absolute must for any handbook or policy manual or intranet. Your at-will communication is the most important provision of this document because it makes it clear to employees that they are employed at-will and have no contractual rights
Handbook Introductory Documents	<a href="#">Company Handbook Welcome and Introduction page</a>	Template: May be used for welcome introduction by member of the Senior Management Team.
Handbook Introductory Documents	<a href="#">Core Company Policies</a>	Document outlining mandatory policies and information to be read and understood by all new hires.
Handbook Introductory Documents	<a href="#">Handbook Receipt and Acknowledgement Form</a>	Used as an acknowledgement that individuals have read and understood the Company Core Policies.
Handbook Introductory Documents	<a href="#">Classification of Individuals</a>	Lists and defines the different types of relationships between the Company and individuals for the purposes of (including) payroll and benefits administration and the application of Company Handbook guidelines.
General	<a href="#">Our Vision and Mission</a>	Document describing the vision and mission of the Company.
General	<a href="#">Our Company History</a>	Brief overview of the Company history.
2. General	<a href="#">Our Company Historical Milestones</a>	Timeline of key events in the Company's history.
2. General	<a href="#">Our Brand</a>	Description of the value attached to the Company brand.
2. General	<a href="#">Our Elevator Pitch</a>	Succinct description of Company products, services and value proposition.
2. General	<a href="#">Our Management Team</a>	Document providing a link to introductions of the Company management team.
2. General	<a href="#">Our Definition of Business Success</a>	Definition of how the Company defines business success and list of key success factors.
2. General	<a href="#">Our Service Philosophy</a>	Articulates the Company's fundamental principles of service.
2. General	<a href="#">Our Business Priorities</a>	Articulates the Company's business objectives and priorities for the current year.
2. General	<a href="#">Our Projects</a>	Link to descriptions of current projects underway within the Company.
2. General	<a href="#">Associations and Subscriptions</a>	Reference list of associations to which the Company belongs, key industry resources, and magazines or newsletters to which the Company subscribes.
3. Culture	<a href="#">Our Culture and Core Values</a>	Description of Company core values and practices that we aspire to in the daily practice of business.
3. Culture	<a href="#">Giving back to the Community</a>	Document describing how the Company gives back to the community.
3. Culture	<a href="#">Service Recognition Awards</a>	Description of the Company's recognition program for long term service.
3. Culture	<a href="#">Annual Recognition Awards</a>	List of awards given throughout the year to recognize achievement in the areas honored. Nomination process is also explained.

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Sub-Directory	Document Name	Document Description
3. Culture	<b>Annual Recognition Award Nomination Form</b>	Form to be used when nominating individuals for recognition awards.
3. Culture	<b>All Hands Meetings</b>	Describes the Company practice of Company meetings when everyone in the company gets together to get caught up on Company communication
3. Culture	<b>Lunch and Learns</b>	Describes the Company practice of in-house "courses" where lunch is served and employees have an opportunity to learn about a topic of interest to the business - presented by either a Company individual or an external subject matter expert.
3. Culture	<b>Social Events</b>	Overview of social events organized by the Company. Includes brief introduction to each member of the Social Events Team.
3. Culture	<b>"Treat" Days</b>	Describes the Company practice of Treat Days when employees take turns bringing in edible treats for the staff.

## Company Directory

Sub-Directory	Document Name	Document Description
	<b><u><a href="#">Company and Telephone Directory</a></u></b>	Company and telephone directory kept on company server showing name, contact information, and individual profiles
	<b>Individual Profile Form</b>	Form to be completed by all individuals. Includes all contact information, job related information, and additional optional information. The Company and Telephone Directory links to these completed profiles to provide co-workers with information about ourselves, and our responsibilities.
	<b><u><a href="#">Organizational Chart</a></u></b>	Document providing a link to the Company organization chart(s).
	<b><u><a href="#">Office Map</a></u></b>	Provides a link to an online version of the office map.
	<b><u><a href="#">Directory - Department Administrative Assistants</a></u></b>	Table showing the administrative assistants within the Company, their individual software application expertise, and which departments each supports.

## Business and Regulatory Conduct

Sub-Directory	Document Name	Document Description
1. Regulatory	<b>Company Requirements of Employment</b>	Lists the information and documents each employee is responsible for providing the Company on or before their first day of work.
1. Regulatory	<b>Equal Employment Opportunity</b>	Describes the Company's position on equal employment opportunity for all individuals and provides examples of where this policy is applied.
1. Regulatory	<b>Equal Employment Opportunity</b>	Describes the Company's position on equal employment opportunity for all individuals and provides examples of where this policy is applied.
1. Regulatory	<b>Affirmative Action</b>	Policy statement on application of affirmative action legislation within the Company.

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Sub-Directory	Document Name	Document Description
1. Regulatory	<b>Americans with Disabilities Act (ADA)</b>	Describes how the Company supports the principles of the ADA.
1. Regulatory	<b>Americans with Disabilities Act (ADA)</b>	Describes how the Company supports the principles of the ADA.
1. Regulatory	<b><u>Discrimination and Harassment</u></b>	Company policy regarding discrimination and harassment. Includes examples of inappropriate conduct, legal definitions, and the Company process for reporting and investigating offences.
1. Regulatory	<b>Workplace Privacy</b>	Company policy statement regarding an individual's expectation to privacy while on Company premises or when using Company property.
1. Regulatory	<b>Workplace Privacy</b>	Company policy statement regarding an individual's expectation to privacy while on Company premises or when using Company property.
1. Regulatory	<b>Insider Trading</b>	Company policy and practices for publicly traded companies regarding insider trading.
2. Business	<b>At Will Employment</b>	Company policy regarding at-will employment
2. Business	<b><u>Code of Conduct</u></b>	Company expectations regarding the code of conduct of individuals associated with the Company. Includes summary of actions considered improper conduct.
2. Business	<b>Conflict of Interest</b>	Company policy regarding conflict of interest and examples of situations that must be disclosed to a Company official.
2. Business	<b>Outside Employment or Appointments</b>	Guidelines regarding individuals accepting employment or appointments outside the Company.
2. Business	<b>Intellectual Property</b>	Company policy regarding intellectual property, including definitions of intellectual property and consequences of improper use.
2. Business	<b>Workforce Diversity</b>	Describes the workforce diversity strategy and lists examples of how this strategy is supported within the Company.
2. Business	<b>Workforce Diversity</b>	Describes the workforce diversity strategy and lists examples of how this strategy is supported within the Company.
2. Business	<b>Drug and Alcohol Free Workplace</b>	Company policy regarding the use or possession of illegal drugs or alcohol at work. Also describes Company practices for assisting individual's whose work is affected by substance abuse.
2. Business	<b>Workplace Violence</b>	Policy regarding violence in the workplace. Includes list of actions the Company interprets as violence and items the Company considers to be weapons.
2. Business	<b>Workplace Violence</b>	Policy regarding violence in the workplace. Includes list of actions the Company interprets as violence and items the Company considers to be weapons.
2. Business	<b>Off-Duty Misconduct</b>	Includes examples of unacceptable conduct while individuals are off-duty. Includes references to Chat rooms, instant messaging, and blogging
2. Business	<b>Alcohol Consumption at Company Events</b>	Document establishing a protocol for the responsible consumption of alcohol at Company events
2. Business	<b>Alcohol Consumption at Company Events</b>	Document establishing a protocol for the responsible consumption of alcohol at Company events

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Sub-Directory	Document Name	Document Description
2. Business	<b>Privacy of Personal Information</b>	Position of the Company regarding the internal use of personal information provided by individuals to the Company. Also describes the Company policy on providing this information to individuals or institutions external to the Company.
2. Business	<b>Privacy of Personal Information</b>	Position of the Company regarding the internal use of personal information provided by individuals to the Company. Also describes the Company policy on providing this information to individuals or institutions external to the Company.
2. Business	<b>Confidential Information - Classification and Handling</b>	Company procedures relating to the handling of confidential information, including definitions and examples for each data classification category.
2. Business	<b>External Company Communications</b>	Describes the authorization process for speaking in a public forum on behalf of or as a representative of the Company.
2. Business	<b>Legal Inquiries or Actions</b>	Guidelines on what to do if confronted with a legal inquiry or action in the course of Company business.
2. Business	<b>Computer and Network Use</b>	Guidelines for use of Company computers and network. Includes examples of unethical or inappropriate use.
2. Business	<b>Email Use</b>	Guidelines for email use within the Company, including email privacy and etiquette.
2. Business	<b>Internet Use</b>	Guidelines for appropriate and inappropriate Internet use within the Company, specific policies on Internet use, and requirement for signed statements from every employee regarding Internet use. Includes references to blogging.
2. Business	<b>Use of Portable Electronic Devices</b>	Guidelines for use of portable electronic devices including cell phones, wireless email devices, camera phones, and digital recorders
2. Business	<b>Conflict Resolution and Communication</b>	Company philosophy and procedures for resolving conflict between individuals.
2. Business	<b>Dress Code</b>	Company guidelines for appropriate dress at work, including examples of inappropriate attire.
2. Business	<b>Dress Code</b>	Company guidelines for appropriate dress at work, including examples of inappropriate attire.
2. Business	<b>Attendance</b>	Provides the Company perspective regarding being on time for work.
2. Business	<b>Non-Solicitation</b>	Policy regarding employee or external solicitation
2. Business	<b>Charitable Donations</b>	Document describing the Company's philosophy regarding charitable contributions, supported charitable organizations, and go-to person for requests for donations.
2. Business	<b>Gifts and Gratuities</b>	Company policy regarding the receipt of gifts or gratuities from customers or suppliers.
2. Business	<b>Gifts and Lunches for Employees</b>	Company guidelines on the subject of gifts, special events and gatherings in honor of Company individuals. Examples include weddings, birth of a child, leaving the Company.
2. Business	<b>Weekly Status Reports</b>	Describes the Company practice of using weekly status updates to keep each other informed on project status, progress and obstacles.
2. Business	<b>Effective Email Communications</b>	Guidelines and templates for how to maximize email communication.

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Sub-Directory	Document Name	Document Description
2. Business	<b>Non-Disclosure Agreement - Between Companies</b>	Binding non-disclosure agreement to be used when the Company and another organization do not have a contract in place and need to engage in conversations that may include divulging mutual sensitive or confidential information.
2. Business	<b>Non-Disclosure Agreement - Visitors</b>	Binding non-disclosure agreement to be used when the Company and an outside individual (such as an interviewed candidate) when there may be a requirement to discuss sensitive or confidential information.

## Human Resources

Sub-Directory	Document Name	Document Description
1. Hiring & Orientation	<b>Internal and External Job Postings</b>	Describes the Company guidelines for posting job openings internally and externally.
1. Hiring & Orientation	<b>Current Open Positions</b>	Provides a link to the Company's current open positions.
1. Hiring & Orientation	<b>Candidate Referral Program</b>	Describes the Company's candidate referral program, including eligibility requirements.
1. Hiring & Orientation	<b>Hiring Relatives</b>	Company position statement on hiring relatives of current employees.
1. Hiring & Orientation	<b>Orientation Period</b>	Describes the Company policy on the orientation period for all new hires.
2. Compensation & Benefits	<b>Job Descriptions</b>	Describes the use of job descriptions within the Company and provides a list of required elements.
2. Compensation & Benefits	<b>Summary of Benefits and Company Information</b>	List of all company benefits and core information, along with health care benefits provided by the Company. Includes a table showing waiting period for each benefit and which benefits are paid by the Company vs. the individual. Good overview or handout when interviewing candidates
2. Compensation & Benefits	<b>Paid Parking and Cell phone benefits</b>	Company policy on who gets paid parking spaces and cell phones and why.
2. Compensation & Benefits	<b>Wellness Benefits</b>	Describes the Company's monetary match towards wellness-related programs
2. Compensation & Benefits	<b>COBRA Benefits</b>	Describes COBRA plan and eligibility requirements.
2. Compensation & Benefits	<b>Statement of ERISA rights</b>	Lists the legislated rights of participants in the Company Retirement Savings Plan.
2. Compensation & Benefits	<b>Employee Assistance Program</b>	Describes the purpose and benefits of the Employee Assistance Program. Also describes the services offered, how to access them, and issues of confidentiality.
2. Compensation & Benefits	<b>Retirement Savings Plan</b>	Description of the Company's retirement savings plan.
2. Compensation & Benefits	<b>401K Form</b>	Links to an online 401k Enrolment and Change Form.
2. Compensation & Benefits	<b>Health Care Expense Claim Form</b>	Describes the procedure for claiming reimbursement of health care expenses and links to the online form.

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Sub-Directory	Document Name	Document Description
3. People Relations	<b>Promotions or Transfers</b>	Describes eligibility requirements for individuals seeking promotion or transfer within the company.
3. People Relations	<b>Problems, Concerns, or Suggestions in the Workplace</b>	Recommended practices for raising concerns or suggestions within the Company.
3. People Relations	<b>Discipline and Termination of Employment</b>	Policy emphasizing the prerogative of the Company to apply discipline, modify its performance improvement process or terminate employment based on the principles described in the document
3. People Relations	<b>Resignation</b>	Overview of the resignation process for individuals who voluntarily decide to leave the Company.
3. People Relations	<b>When a Co-Worker Dies</b>	Lists the issues addressed by the Company in the event of death of a Company individual.
3. People Relations	<b>Union Free Statement</b>	Policy statement on unionization activity within the Company.
3. People Relations	<b>Exit Interviews</b>	Overview of the purpose and intent of exit interviews for departing individuals.
4. Absences, Leaves, Closures	<b>Vacation</b>	Outlines Company vacation entitlements and calculations.
4. Absences, Leaves, Closures	<b>Company Paid Holidays</b>	List of Company-paid holidays and dates for the current year, plus Company policy on time off for religious holidays.
4. Absences, Leaves, Closures	<b>Parental Leave</b>	Company policies regarding time off, vacation and medical benefits during Maternity or Parental leave.
4. Absences, Leaves, Closures	<b>Medical Leave of Absence and Family Medical Leave Act (FMLA)</b>	Describes the Company policy on providing unpaid time off in order to meet responsibilities regarding the care, health or education of immediate family members.
4. Absences, Leaves, Closures	<b>Incidental Sick Time and Personal Time</b>	Company policy regarding time off for illness or personal reasons.
4. Absences, Leaves, Closures	<b>Short Term and Long Term Disability</b>	Overview of the Company wage protection plan for employees who become unable to work due to short term or long term disability.
4. Absences, Leaves, Closures	<b>Return to Work</b>	Describes the Company program for a graduated return to work following a job-related illness or injury.
4. Absences, Leaves, Closures	<b>Return to Work after Serious Illness or Injury</b>	Defines documentation required by Human Resources before an individual is permitted to return to work after a serious illness, surgery or injury.
4. Absences, Leaves, Closures	<b>Bereavement and Funeral Leave</b>	Company policy regarding time off in the event of a death in an individual's family.
4. Absences, Leaves, Closures	<b>Time Off to Vote</b>	Company policy regarding time off to vote.
4. Absences, Leaves, Closures	<b>Military Leave</b>	Describes the Company policy regarding time off for military leave.
4. Absences, Leaves, Closures	<b>Jury Duty</b>	Describes the Company practice regarding time off for jury duty payment of wages during that leave.
4. Absences, Leaves, Closures	<b>Unscheduled Office Closures</b>	Describes when unscheduled office closures may occur (example, power failure or inclement weather, how individuals are notified, how pay or vacation time is affected, and how to report the time off.
4. Absences, Leaves, Closures	<b>Personal Leave of Absence</b>	Describes the Company policy for requesting and granting a personal leave of absence.

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Sub-Directory	Document Name	Document Description
5. Performance Management	<b>Providing and Receiving Feedback</b>	Guidelines for everyone on how to provide and receive meaningful, useful feedback, whether positive or constructive.
5. Performance Management	<b>Performance Review Process</b>	Overview of the Company performance review process and detailed instructions on how to complete the performance review form.
5. Performance Management	<b>Performance Review Form (extended version)</b>	Comprehensive and detailed Performance review form to be completed online by individuals and managers.
5. Performance Management	<b>Performance Review Form (abbreviated version)</b>	Less Comprehensive and detailed Performance review form to be completed online by individuals and managers.
5. Performance Management	<b>Performance Improvement Plan</b>	Overview of the process the Company follows when an individual's performance is not meeting expectations.
6. Training, Education & Memberships	<b>Training and Development</b>	Overview of the ways in which the Company encourages and supports continuous skills improvement of employees.
6. Training, Education & Memberships	<b>Educational Assistance</b>	Describes the Company education assistance program, including eligibility requirements and reimbursement procedures.
6. Training, Education & Memberships	<b>Desktop Training</b>	Describes the program for training individuals on the use of desktop applications required in order to do their jobs.
6. Training, Education & Memberships	<b>Professional Memberships</b>	Describes the Company policy on supporting individual professional memberships. Includes eligibility requirements and expense reimbursement procedures.
6. Training, Education & Memberships	<b>Tuition and Membership Reimbursement Form</b>	Form to be used when requesting reimbursement for tuition, schooling expenses or membership fees.
7. Hours of Work	<b>Our Working Hours</b>	Provides information on official office hours, core hours, and the Company policy regarding flextime.
7. Hours of Work	<b>Safe Harbor Policy for Exempt Employees</b>	Policy statement which allows the Company to avoid losing the exempt status of one or more employees as a result of an improper deduction
7. Hours of Work	<b>Safe Harbor Policy for Exempt Employees</b>	Policy statement which allows the Company to avoid losing the exempt status of one or more employees as a result of an improper deduction
7. Hours of Work	<b>Lunch and Breaks</b>	Company guidelines on the length, entitlement and scheduling of lunches and breaks.
7. Hours of Work	<b>Lunch and Breaks</b>	Company guidelines on the length, entitlement and scheduling of lunches and breaks.
7. Hours of Work	<b>Overtime</b>	Company policy regarding approval of and payment for overtime hours worked.
7. Hours of Work	<b>Overtime</b>	Company policy regarding approval of and payment for overtime hours worked.
7. Hours of Work	<b>Shift Premiums</b>	Company practice regarding the payment of premiums to individuals working non-standard shifts.
7. Hours of Work	<b>Shift Premiums</b>	Company practice regarding the payment of premiums to individuals working non-standard shifts.
7. Hours of Work	<b>Telecommuting</b>	Detailed policy providing agreement example, check list and guidelines regarding a work arrangement in which some or all of an employee's work is performed at another work site such as the home or in office space near home.

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### Finance and Accounting

Sub-Directory	Document Name	Document Description
1. Expenses, Fiscal Responsibility	<b>Fiscal Responsibility</b>	Describes the Company's philosophy about fiscal responsibility.
1. Expenses, Fiscal Responsibility	<b>Purchasing-Terms and Conditions</b>	Reference list of Company terms and conditions when purchasing goods on behalf of the Company without a purchase order .
1. Expenses, Fiscal Responsibility	<b>Purchase Order Requisition Form</b>	Form to be used to request a purchase order number.
1. Expenses, Fiscal Responsibility	<b>Expense Reporting</b>	Overview of the expense reimbursement process and information required in order to properly complete expense reports.
1. Expenses, Fiscal Responsibility	<b>Accounts Payable and Expense Approval</b>	Summary table of forms, documents and approval levels required for disbursement of funds from accounts payable.
1. Expenses, Fiscal Responsibility	<b>Expense Report Form</b>	Online or printable Expense Report Form.
1. Expenses, Fiscal Responsibility	<b>Check Request Form</b>	Form to be used to request a Company-issued check.
1. Expenses, Fiscal Responsibility	<b>Travel Expenses</b>	Policies and guidelines regarding reimbursable and non-reimbursable expenses when traveling on Company business.
1. Expenses, Fiscal Responsibility	<b>Air Travel Guidelines</b>	Policies and procedures regarding air travel for Company business purposes, including travel approvals, booking air travel, stopovers and travel award programs.
1. Expenses, Fiscal Responsibility	<b>Personal Vehicle Use</b>	Policies and guidelines regarding the use of personal vehicles for Company business. Includes examples of reimbursable and non-reimbursable expenses.
1. Expenses, Fiscal Responsibility	<b>Miscellaneous Expenses</b>	Procedures for the reimbursement of miscellaneous expenses incurred on behalf of Company business.
1. Expenses, Fiscal Responsibility	<b>Travel Authorization and Cash Advance Request Form</b>	Online or printable form for travel and cash advance requests and authorization.
1. Expenses, Fiscal Responsibility	<b>Department Codes</b>	List of billing codes and budget managers for each department.
1. Expenses, Fiscal Responsibility	<b>Capital Expenditure Authorization Form</b>	Form to be used to request and seek approval for capital expenditures.
1. Expenses, Fiscal Responsibility	<b>Capital Expenditure Justification Form</b>	Form to be used to provide written justification for capital expenditure request.
2. Payroll, Time Off Reporting	<b>Payroll and Pay day</b>	Overview of Company payroll procedures.
2. Payroll, Time Off Reporting	<b>Payroll and Pay day</b>	Overview of Company payroll procedures.
2. Payroll, Time Off Reporting	<b>Time Off Reporting</b>	Describes why and how the Company tracks absences from work.
2. Payroll, Time Off Reporting	<b>Time Sheet Procedures</b>	Company procedure regarding the use of time sheets.
2. Payroll, Time Off Reporting	<b>Timesheet Procedures</b>	Company procedure regarding the use of time sheets.

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Sub-Directory	Document Name	Document Description
2. Payroll, Time Off Reporting	<b>Weekly Time Sheet Form</b>	Form to be used to submit weekly timesheets.
2. Payroll, Time Off Reporting	<b>Absence Approval Form</b>	Form to be used to request approval for a planned absence.
2. Payroll, Time Off Reporting	<b>Garnishments</b>	Company policy regarding garnishment of wages

## Computers and Our Networks

Sub-Directory	Document Name	Document Description
	<b>Remote Access to Our Network</b>	Procedure for setting up remote access to the Company network.
	<b>Logon ID and Passwords</b>	Company policy regarding use of individual logon ID and passwords, including guidelines on how to create passwords, change access to servers, and what to do when you're unable to access the system.
	<b>Virus Protection</b>	Procedures related to Company use of anti-virus software.
	<b>Back-ups and Offsite Storage</b>	Describes Company backup procedures.
	<b>Computer Technical Support</b>	Procedure for how to contact IT for technical support and list of technical support services provided.
	<b>Software Support</b>	Listing of software supported by IT and description of support provided.
	<b>Computer Equipment Upgrade Cycles</b>	A policy statement that answers the common question often directed to the IT department: "When can I upgrade my computer?"
	<b>Our Printers</b>	Provides location, features and share names of networked printers within the Company. Also includes instructions on how to install printer drivers for Company printers.
	<b>Information Technology Security</b>	High-level overview of Company IT security practices. Detailed documents also available on many of the topics covered in this document.

## Office Services

Sub-Directory	Document Name	Document Description
1. Office Communication Templates	<b>Correspondence and Presentation Templates</b>	Provides links to our official Company presentation, letter, fax and memo templates.
1. Office Communication Templates	<b>Template - Letter</b>	Template for Company letter correspondence.
1. Office Communication Templates	<b>Template - Fax</b>	Template for Company fax correspondence.
1. Office Communication Templates	<b>Template - Memo</b>	Template for Company memo correspondence.

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Sub-Directory	Document Name	Document Description
1. Office Communication Templates	<b>Template - Email Signature</b>	Template for standard email signature to be used by everyone in the Company. Also includes instructions on how to add an automatic signature to Outlook.
1. Office Communication Templates	<b>Template - Email Signature Confidentiality Waiver</b>	Template for confidentiality waiver to attach to the bottom of sensitive or confidential email correspondence.
1. Office Communication Templates	<b>Our Logos and Branding Guidelines</b>	Provides guidelines for use of the official Company logos, colors, and fonts.
2. Office Equipment and Phones	<b>Our Office Equipment</b>	Provides a list of office equipment resources and links to documents on each item.
2. Office Equipment and Phones	<b>Taking Company Property off premises</b>	Guidelines outlined in this document must be followed by individuals when taking Company Property off-premises.
2. Office Equipment and Phones	<b>Taking Company Property off premises - Approval Form</b>	Approval form to be completed when individuals take Company Property off-premises.
2. Office Equipment and Phones	<b>Telephone System and Voice Mail</b>	Company policy regarding telephone and voice mail use. Includes voice mail greeting examples and links to online user guides for telephone and voice mail systems.
2. Office Equipment and Phones	<b>Long Distance Calls</b>	Guidelines on when to make long distance calls, using department billing codes and Company calling cards.
2. Office Equipment and Phones	<b>Conference Call Procedures</b>	Instructions on how to place conference calls and links to online user guide for conference call equipment.
3. Meetings	<b>Guidelines for running Efficient, Effective Meetings</b>	Detailed steps on how to plan, prepare for and facilitate effective, efficient meetings.
3. Meetings	<b>Guidelines for Conducting a Brainstorming Session</b>	Tips for how to run a successful brainstorming session.
3. Meetings	<b>Scheduling Internal Meetings and Booking Meeting Rooms</b>	Using our Company calendaring application for scheduling meetings, as well as our list of meeting rooms available, procedures for how to book, and guidelines for meeting room etiquette.
3. Meetings	<b>Meeting Room Equipment and Use</b>	Reference chart showing the name and location of each Company meeting room, including the equipment available and booking restrictions/priorities (if any) for each room.
3. Meetings	<b>Meeting Planner Form</b>	Form for planning and executing effective, efficient meetings. Includes sections for meeting details, preparation, agenda and minutes.
4. External Services	<b>Dry Cleaning Service</b>	Information on pick up and delivery service provided by local dry cleaners.
4. External Services	<b>Taxi Cabs</b>	Contact information for local cab companies.
4. External Services	<b>Catering</b>	Contact information and ordering tips for local catering companies.
5. General	<b>Our Office Space</b>	Company guidelines on what is considered acceptable and unacceptable when personalizing individual and common work areas.
5. General	<b>Office Supplies</b>	Instructions on how to obtain or order office supplies for Company business use. Includes list of regularly stocked supplies.
5. General	<b>Centralized Filing System</b>	Describes the types of information stored in the company-wide filing system and how to find what you need.

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Sub-Directory	Document Name	Document Description
5. General	<b>Our Lunchroom</b>	List of Company-provided lunchroom facilities and supplies and summary of lunchroom etiquette.
5. General	<b>Swag</b>	General policy regarding the ordering and distribution of Company promotional merchandise.
5. General	<b>Business Cards</b>	Describe the process for ordering and approving business cards.
5. General	<b>Business Card Order Form</b>	Form to be used to submit and approve business card orders.
5. General	<b>Mail and Couriers</b>	Information on how incoming and outgoing mail and packages are processed within the Company.
5. General	<b>Fax Procedures</b>	Information on how incoming and outgoing faxes are processed within the Company.
5. General	<b>Bulletin Boards</b>	Guidelines and procedures for posting information on Company bulletin boards.

## Facilities, Safety, Security

Sub-Directory	Document Name	Document Description
1. Facilities	<b>Office Temperature Control</b>	Describes who to contact if office temperature controls need to be adjusted either during or outside regular office hours.
1. Facilities	<b>Our Office Lights</b>	Information on when building lights are turned on/off, what to do if you're the first one in or last one out of the office.
1. Facilities	<b>Shower Facilities</b>	Description of Company-provided shower facilities, including location, supplies provided, hours and how to access them.
1. Facilities	<b>Parking Information and Safety</b>	Provides information on parking options within the vicinity of the Company premises. Also provides a suggested list of parking lot safety precautions.
1. Facilities	<b>Smoking Areas</b>	List of designated smoking areas.
1. Facilities	<b>For Women Only</b>	Information on how the Company provides for some of the specific needs of women at work. Includes guidelines for nursing mothers.
1. Facilities	<b>For Women Only</b>	Information on how the Company provides for some of the specific needs of women at work. Includes guidelines for nursing mothers.
2. Safety	<b>Safety Committee and Practices</b>	Overview of Company policies regarding the Safety Committee, accident reporting and prevention, emergency and disaster planning and hazardous chemicals.
2. Safety	<b>Safety Committee and Practices</b>	Overview of Company policies regarding the Safety Committee, accident reporting and prevention, emergency and disaster planning and hazardous chemicals.
2. Safety	<b>Safety at Work</b>	General description of practices and tips for safety in the workplace. Includes Company policy on the use of home electrical appliances at work.
2. Safety	<b>Safety at Work</b>	General description of practices and tips for safety in the workplace. Includes Company policy on the use of home electrical appliances at work.

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Sub-Directory	Document Name	Document Description
2. Safety	<b>First Aid</b>	Describes what to do when first aid is required, as well as the contents and location of the Company first aid kit.
2. Safety	<b>Injury and Illness at Work</b>	Procedures regarding work-related injuries or illnesses, including definitions and reporting incidents.
2. Safety	<b>Injury and Illness at Work</b>	Procedures regarding work-related injuries or illnesses, including definitions and reporting incidents.
2. Safety	<b>Earthquake Preparedness</b>	Information on how to stay as safe as possible during and after an earthquake.
2. Safety	<b>Evacuation</b>	Orientation to the evacuation routes posted on the Company premises.
2. Safety	<b>Emergency Contacts</b>	List of phone numbers to contact in event of an emergency at work.
3. Security	<b>Key Cards and Premises Access &amp; Lock Up</b>	Describes how to enter and exit the company premises, key card requirements, building and reception hours and what to do if you don't have your key card.
3. Security	<b>ID Badges</b>	Company policy regarding the requirement and use of ID badges.
3. Security	<b>Visitors</b>	Policy regarding visitors on the Company premises, including identification, escort and network access guidelines.

## Manager Resources

Sub-Directory	Document Name	Document Description
1. Hiring & Orientation	<b>Recruiting and Hiring Process (Manager Resource)</b>	Comprehensive guide for Human Resources and managers describing the Company process for hiring new people.
1. Hiring & Orientation	<b>Recruiting and Hiring Process (Manager Resource)</b>	Comprehensive guide for Human Resources and managers describing the Company process for hiring new people.
1. Hiring & Orientation	<b>Approval to Hire (Manager Resource)</b>	Describes the process for gaining approval to hire new people. Also provides list of key questions to answer before starting the recruitment process.
1. Hiring & Orientation	<b>New Hire Approval Form (Manager Resource)</b>	Form used by Human Resources and managers to request and obtain approval to hire.
1. Hiring & Orientation	<b>Template - Job Posting Ad Example - Senior Position</b>	Template for a job posting that could be used to advertise a senior position opening.
1. Hiring & Orientation	<b>Template - Job Posting Ad Example - Non-Senior Position</b>	Template for a job posting to be used to advertise a non-senior position opening.
1. Hiring & Orientation	<b>Template - Confirmation Receipt of Resume</b>	Letter or email template that can be used to confirm receipt of resumes initially received by any individual in the Company.
1. Hiring & Orientation	<b>Contacting Candidates for Interviews (Manager Resource)</b>	Guidelines for your first contact with a potential candidate.
1. Hiring & Orientation	<b>Interviewing Guidelines and Techniques (Manager Resource)</b>	Guidelines for conducting effective, behavior-based interview. Includes an introduction to behavioral-based interviewing and tips on listening and asking questions. Also includes an interview preparation checklist and suggested agenda.

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Sub-Directory	Document Name	Document Description
1. Hiring & Orientation	<b>Interviewing Guidelines and Techniques (Manager Resource)</b>	Guidelines for conducting effective, behavior-based interview. Includes an introduction to behavioral-based interviewing and tips on listening and asking questions. Also includes an interview preparation checklist and suggested agenda.
1. Hiring & Orientation	<b>Interview Questionnaire Form</b>	Form for online or written use when interviewing candidates. Requires customization for each position
1. Hiring & Orientation	<b>Interview Summary Form</b>	Form enabling hiring manager to rate the competency of each final candidate in the areas of knowledge, skills and abilities required for the job.
1. Hiring & Orientation	<b>Candidate Profile Rating Form</b>	Form for use by Human Resources and managers to rate and compare the strengths of job candidates. Designed to be used in conjunction with the Interview Questionnaire and Interview Summary.
1. Hiring & Orientation	<b>Template - Post-Interview Candidate "no thank-you" letter</b>	Template for "no thank you" letters/emails to applicants who have been interviewed but are no longer being considered for the position for which they applied.
1. Hiring & Orientation	<b>Providing and Checking References (Manager Resource)</b>	Guidelines for Human Resources and managers on checking references of job candidates and providing references for former employees. Overview is also provided on legal implications of providing references.
1. Hiring & Orientation	<b>Reference Check Form</b>	Form to be completed online or in written form when checking references of a job candidate. Requires customization for each position.
1. Hiring & Orientation	<b>Relocation (Manager Resource)</b>	Overview of the Company relocation assistance program for new hires or individuals who have been approved for transfer.
1. Hiring & Orientation	<b>New Hire Orientation (Manager Resource)</b>	Overview of Company orientation practices and description of tools available to assist the hiring manager.
1. Hiring & Orientation	<b>New Hire Orientation Checklist</b>	Checklist for Human Resources, IT, Hiring Managers and Office Services listing tasks to be done before the new hire starts and on their first day.
1. Hiring & Orientation	<b>Training Assessment Form</b>	Form that can be used by managers to assess the competency and possible training needs of an individual in the skills and abilities required by the job.
1. Hiring & Orientation	<b>Template - Announcing New Employee</b>	Template that can be used to send a company-wide email announcing a new employee.
2. Compensation	<b>Job Description Form</b>	Form to be used by Human Resources or managers to prepare a job description and have it approved.
2. Compensation	<b>Template - Salary Review Letter</b>	Template that can be used to advise individuals of annual salary increases.
3. Performance Management	<b>Performance Reviews (Manager Resource)</b>	Guideline for managers on the purpose of performance reviews and effective implementation of the performance review process.
3. Performance Management	<b>Setting Performance Objectives (Manager Resource)</b>	Overview for managers on the purpose and value of setting performance objectives and guidelines for how to set specific, measurable, achievable, relevant and timely (SMART) performance objectives with employees.
3. Performance Management	<b>Performance Improvement (Manager Resource)</b>	Guideline for managers on implementing the Company's two-step process for performance improvement when the performance of an individual does not meet required standards.

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Sub-Directory	Document Name	Document Description
3. Performance Management	<b>Recognizing your People (Manager Resource)</b>	Guidelines for managers on the importance of recognizing individual and team effort. Includes an overview of two motivation theories, description of Company's formal recognition program, and ideas for how to informally recognize effort.
3. Performance Management	<b>Involuntary Termination (Manager Resource)</b>	Guidelines for managers on the process of involuntary termination of an employee.
3. Performance Management	<b>Template - Announcing Employee leaving the Company</b>	Template that can be used to send a company-wide email when an employee leaves the Company.
4. General	<b>Exiting Individuals Checklist</b>	Checklist for Human Resources, IT, Managers and Office Services listing tasks to be done when an individual leaves the company.
4. General	<b>Exit Interview Form</b>	Form to be used by Human Resources or managers when conducting an exit interview. May be completed online or in written form.
4. General	<b>Budgeting Process Guidelines (Manager Resource)</b>	Guidelines for managers outlining the Company's annual budgeting process