



HR Toolkit™

FOR SMALL BUSINESS & HR CONSULTANTS



Your Company Name Employee Manual

Highlighted sections & topics in the table of contents below are:

Critical (if applicable to your company)

Highly Recommended

Table of Contents

INTRODUCTION	9
<i>Welcome</i>	9
<i>About this Employee Manual (the “Manual”)</i>	9
<i>How Are Topics Structured?</i>	9
STAFF POLICIES (THIS SECTION REQUIRES SIGN-OFF)	11
Overview	11
<i>About Staff Policies</i>	11
<i>Compliance</i>	12
<i>Terminology Used in This Manual (“Terminology”)</i>	12
Conditions of Your Engagement	13
<i>Sign-Off on Staff Policies</i>	13
<i>Consequences of Non-Adherence to ‘Staff Policies’</i>	13
<i>Criminal Record Check</i>	13
<i>Photo/Video Release</i>	14
<i>Workplace Privacy</i>	14
<i>Privacy of Personal Information</i>	15
<i>Employee Benefits Plan Participation & Long-Term Absence</i>	16
<i>When You Leave the Company</i>	17
Conduct Expectations	19
<i>Diversity & Inclusion</i>	19
<i>Code of Conduct</i>	21
<i>Off-Duty Conduct</i>	21
<i>Insider Trading</i>	22
<i>Confidentiality Agreement</i>	22
<i>Conflict of Interest</i>	25
<i>Intellectual Property</i>	26
<i>Non-Competition</i>	27
<i>Non-Solicitation</i>	27
<i>Non-Disparagement</i>	28
<i>Remote & Hybrid Work Policy and Agreement</i>	28

<i>Issued Company Laptops, Computers & Company Materials</i>	38
<i>Use of Technology Tools & Electronic Communication</i>	39
<i>Social Media Policy</i>	43
<i>Storing Digital Documents & Centralized Filing System</i>	44
<i>Exclusive Use of Company-Assigned Digital Accounts</i>	45
<i>Personal Activities in the Workplace</i>	45
<i>Dating Co-Workers</i>	47
<i>Fragrance-Free Workplace</i>	50
<i>Whistle-Blower Policy</i>	50
<i>Gifts & Gratuities</i>	51
<i>Solicitation on Company Premises</i>	52
<i>Appropriate Office Attire</i>	52
<i>Impairment-Free Workplace</i>	54
<i>Intoxication at Company Events</i>	55
<i>Use of Mobile Devices</i>	55
<i>External Company Communications</i>	56
Human Resources & Payroll (Employees Only)	58
<i>Hours of Work, Meal Breaks, Attendance</i>	58
<i>Overtime</i>	59
<i>On-Call Status</i>	60
<i>Approving, Communicating, & Recording Absences</i>	62
<i>Timesheets for Hourly Employees</i>	63
<i>Payroll & Pay Day</i>	64
<i>Compensation Reviews</i>	64
<i>Pandemic & Communicable Disease Prevention</i>	65
HUMAN RESOURCES (EMPLOYEES ONLY)	66
Orientation & Onboarding	66
<i>New Employee Orientation</i>	66
Benefits	67
<i>Group Health Plan</i>	67
<i>Vacation</i>	67

<i>Public Holidays</i>	69
<i>Incidental Illness & Personal Time (IIPT)</i>	70
<i>Short Term Disability (STD) (Self-insured Program)</i>	72
<i>Winter Break Closure</i>	76
<i>Bereavement Leave</i>	77
<i>Retirement Plan</i>	77
<i>Computers</i>	78
<i>Parking & Mobile Device Benefits</i>	78
<i>Social Events</i>	79
<i>Training & Development</i>	79
<i>Professional Memberships</i>	81
<i>Candidate Referral Bonus Program</i>	82
<i>Wellness Benefits</i>	83
<i>Variable Pay Rewards</i>	85
<i>Paid Volunteering Days</i>	85
<i>Recognizing & Celebrating Employee Personal Milestones</i>	85
<i>Service Recognition Awards</i>	87
<i>Employee Discounts</i>	87
<i>Statutory Benefits</i>	88
Legislated Policies	89
Health & Safety	89
Prevention of Harassment & Discrimination	91
Prevention of Workplace Violence	95
Impairment & Substance Dependency	97
Protected Grounds — Duty to Accommodate	100
<i>PIPA Privacy Compliance Policy</i>	101
<i>Smoke-Free Workplace</i>	103
<i>Garnishments</i>	104
Legislated Leaves	105
<i>Continuing Benefits & Seniority While on Leave</i>	105
Vacation	105
Public Holidays	108

Maternity & Parental Leave	109
Bereavement Leave	111
COVID-19 Leave	112
COVID-19 Vaccination Leave	113
<i>Compassionate Care Leave</i>	114
<i>Critical Illness Leave</i>	115
<i>Long Term Illness and Injury Leave</i>	116
<i>Personal and Family Responsibility Leave</i>	117
<i>Domestic Violence Leave</i>	118
<i>Death or Disappearance of Child Leave</i>	118
<i>Reservist Leave</i>	119
<i>Citizenship Ceremony Leave</i>	120
<i>Time Off to Vote</i>	120
Other Employee Leaves & Closures	122
<i>Unscheduled Office Closures</i>	122
<i>Personal Leave of Absence</i>	122
Other Human Resources Policies	124
Mental Health Policy	124
Right to Disconnect	125
<i>Job Descriptions</i>	127
<i>Probationary Period</i>	128
<i>Performance Reviews</i>	128
<i>Performance Improvement Plan (PIP)</i>	129
<i>Applying for Open Job Postings</i>	130
<i>Exit Interviews</i>	132
ABOUT THE COMPANY	134
About Us	134
<i>Vision & Mission</i>	134
<i>Definition of Business Success</i>	134
<i>Business Priorities for <YEAR></i>	136
<i>Service Philosophy</i>	137

<i>Competitors</i>	139
<i>Company History</i>	139
<i>Organizational Chart</i>	140
Our Culture	141
<i>Core Values</i>	141
<i>Culture</i>	141
<i>Giving Back</i>	143
<i>All-Hands Meetings</i>	144
<i>Lunch & Learns</i>	144
Our Brand	145
<i>Our Brand</i>	145
<i>Elevator Pitch</i>	145
<i>Our Logos & Branding Guidelines</i>	146
OUR PRACTICES	147
Information Technology	147
<i>IT Technical Support</i>	147
<i>Computer Equipment Upgrade Cycles</i>	148
Communicating in the Workplace	149
<i>Conflict Resolution & Communication</i>	149
<i>Effective Email Communication & Etiquette</i>	150
<i>Email Signatures</i>	154
<i>Running Effective Meetings</i>	154
<i>Suggestions in the Workplace</i>	158
Security	158
<i>Emergency Contacts</i>	158
<i>Key Cards, Access to Premises, & Lock-Up</i>	159
<i>Visitors</i>	161
Expenses & Fiscal Responsibility	162
<i>Fiscal Responsibility</i>	162
<i>Expense Reporting</i>	162
<i>Accounts Payable & Expense Approval</i>	163

<i>Travel Expenses</i>	165
Facilities	172
<i>First Aid</i>	172
<i>Our Lunchroom</i>	172
<i>Bulletin Boards</i>	173
<i>Our Individual Work Space</i>	174
<i>Nursing Mothers</i>	176
<i>Facility Temperature Control</i>	176
<i>Facility Lights</i>	176
<i>Shower Facilities</i>	177
<i>Parking Information & Safety</i>	177
Meeting Logistics	179
<i>Scheduling Internal Meetings</i>	179
<i>Meeting Rooms</i>	180
Other Office Services	183
<i>Business Cards</i>	183
<i>Office Supplies</i>	183
<i>Mail & Couriers</i>	183
<i>Swag</i>	184
<i>Catering</i>	185
FORMAL TERMS & DEFINITIONS	186
<i>the Company</i>	186
<i>Company Materials</i>	186
<i>Company Stakeholders</i>	187
<i>Confidential Information</i>	187
<i>Consultant</i>	189
<i>Core Hours</i>	189
<i>Direct Reports</i>	189
<i>Discrimination</i>	189
<i>Electronic Communication(s)</i>	190
<i>employee</i>	190

<i>Engagement</i>	191
<i>Engagement Agreement</i>	191
<i>Everyone</i>	191
<i>Harassment & Workplace Harassment</i>	192
<i>Human Rights Code (the "AHR Act")</i>	194
<i>Independent Contractor</i>	194
<i>Intoxicated (Intoxication, Intoxicate)</i>	195
<i>Just Cause</i>	195
<i>Legal Substance</i>	195
<i>Manager</i>	195
<i>Manual</i>	196
<i>Misconduct</i>	196
<i>Mobile Devices</i>	197
<i>Off-Duty Misconduct</i>	197
<i>Personal Activities</i>	197
<i>Protected Grounds</i>	198
<i>Regular Business Hours</i>	199
<i>Standard Work Week</i>	199
<i>Social Media</i>	199
<i>Staff</i>	200
<i>Staff Member</i>	200
<i>Staff Policies</i>	200
<i>Technology Tools</i>	200
<i>Undue Hardship</i>	201
<i>Workplace</i>	201
<i>Workplace Violence</i>	202
<i>Work Product</i>	202