

SNEAK PEEK

HR POLICIES & PROCEDURES

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Introduction

Policies and procedures form the foundation of any workplace, helping to define work rules and processes as well as a company's culture. Policies help employees understand how they are expected to behave and, in many cases, what will happen if they don't meet the organization's expectations.

In addition to policies that detail expectations, most employers also choose to include policies in their employee handbooks that explain employees' legal rights. Policies that outline information employees may need to reference throughout their careers (time off policies, retirement benefits, etc.) are also commonly included.

While most policies aren't required by law, they can help employers protect themselves by creating clarity around the employment relationship. If implemented consistently, they can also help employers defend themselves against discrimination charges. If constructed poorly, policies will not only fail to provide that protection, but could even contribute to liability.

WHAT'S COVERED?

In this manual, you can choose from nearly 200 policies to create a comprehensive company handbook that's just right for your organization. These ready-to-use policy templates are organized by category, from "Company Rules," to "Discrimination and Harassment," to "Employee Benefits."

Popular policy templates include:

- Anti-Discrimination Policy
- Sexual Harassment
- Disciplinary Policy
- Family and Medical Leave Act (FMLA)
- Workplace Violence
- Sick Leave

Note that you'll be able to customize each document. This can be as simple as dropping in your company name — or as detailed as adding company-specific sections or particulars to the existing text.

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