

1. Introduction	2
2. Employment Policies	2
3. Code of Conduct	2
4. Compensation and Benefits	2
5. Work Schedules	2
6. Performance and Development	3
7. Technology and Communication	3
8. Safety and Security	3
9. Employee Rights and Responsibilities	3
10. Separation from Employment	3
11. Acknowledgment Form	3

1. Introduction

- Company background, mission, and values
- Purpose of the handbook
- At-will employment statement
- Acknowledgment of receipt

2. Employment Policies

- Equal opportunity and non-discrimination policies
- Anti-harassment policy
- Employment classifications (full-time, part-time, exempt, non-exempt)
- Hiring and onboarding procedures

3. Code of Conduct

- Standards of behavior and professional ethics
- Dress code
- Attendance and punctuality
- Drug and alcohol policy
- Workplace violence policy

4. Compensation and Benefits

- Pay periods and methods
- Overtime policies
- Health insurance and other benefits
- Paid time off and leave policies
- Workers' compensation

5. Work Schedules

- Hours of operation

- Break and meal periods
- Remote work policies (if applicable)

6. Performance and Development

- Performance review process
- Training and development opportunities
- Disciplinary procedures

7. Technology and Communication

- Use of company equipment and systems
- Social media policy
- Data privacy and confidentiality

8. Safety and Security

- Workplace safety guidelines
- Emergency procedures
- Reporting accidents/injuries

9. Employee Rights and Responsibilities

- Family and Medical Leave Act (FMLA) policy
- Americans with Disabilities Act (ADA) policy
- Grievance procedures

10. Separation from Employment

- Resignation procedures
- Termination policies
- Final pay information

11. Acknowledgment Form

- Employee signature confirming receipt and understanding