Welcome to [Company Name]!

We are thrilled to have you join our team. This handbook serves as a guide to help you understand our policies and procedures. Please read this handbook carefully and refer to it if you have any questions.

Introduction

* Welcome to [Company Name]
* Mission and values
* Vision statement
* Overview of the company
* Employment Basics

Equal employment opportunity

* Employment classifications
* Hiring process
* Orientation and training
* Probationary period
* Termination

Compensation and Benefits

* Pay periods and paychecks
* Overtime pay
* Paid time off (PTO)
* Holidays
* Retirement plans
* Health insurance
* Other benefits

Time Off

* Paid time off (PTO)
* Sick leave
* Family and medical leave (FMLA)
* Military leave
* Jury duty leave
* Bereavement leave

Workplace Policies

* Workplace conduct
* Drug-free workplace
* Discrimination and harassment
* Workplace violence prevention
* Workplace safety
* Internet and email usage
* Confidentiality and data protection
* Employee files and records

Performance Expectations

* Performance evaluations
* Corrective action
* Progressive discipline
* Grievance procedures

Miscellaneous

* Smoking policy
* Dress code
* Visitors in the workplace
* Personal phone calls and cell phone usage
* Parking and transportation

Acknowledgment of Receipt

Signature page for acknowledgement of receipt and understanding of the policies and procedures in this handbook.

We hope this handbook provides you with all the information you need to succeed at [Company Name]. If you have any questions, please don't hesitate to contact your supervisor or the human resources department.