**Overview and Employment Relationship**

* [Introduction and Purpose of the Handbook](https://www.thebalancecareers.com/employee-handbook-introduction-1918899)
* Welcome Message From the President/CEO
* Company History
* Company Vision
* Company Mission
* Company Values
* Company Overall Goals
* Company Commitment to Employees
* Code of Conduct and Business Ethics
* Non-solicitation Policy
* [Employee and Employer Confidentiality Agreement](https://www.thebalancecareers.com/non-disclosure-agreement-1918197)
* [Non-compete Agreement](https://www.thebalancecareers.com/non-compete-agreement-1918200)
* Employee Handbook Disclaimer
* [Employment Relationship: At Will Employment](https://www.thebalancecareers.com/what-is-at-will-employment-1917898)
* Employee Signoff Signifying Receipt of the Handbook, the At Will Statement, and [Employee Acknowledgement](https://www.thebalancecareers.com/sample-employee-handbook-acknowledgement-of-receipt-1918900) That He or She Understands and Will Abide by the Contents

**General Employment Information**

* [Equal Employment Opportunity Policy](https://www.thebalancecareers.com/civil-rights-act-employment-1917922) (article)
* [Accommodation for People With Disabilities](https://www.thebalancecareers.com/ada-employer-responsibilities-1918629) (article)
* Employment Eligibility
* [Internal Employee Application Process](https://www.thebalancecareers.com/sample-internal-employment-application-1916799)
* [Promotions](https://www.thebalancecareers.com/a-promotion-rewards-an-employee-for-work-contributions-1918231)
* Employment of Relatives
* Rehiring Policy
* [Open Door Policy](https://www.thebalancecareers.com/open-door-policy-sample-1918913)
* [Personnel File Policy](https://www.thebalancecareers.com/sample-personnel-file-policy-1918912)
* [Access to Personnel Records](https://www.thebalancecareers.com/personnel-file-access-policy-1918908)
* Harassment and Discrimination
* [Harassment and Discrimination Reporting Procedure](https://www.thebalancecareers.com/sexual-harassment-claims-1918632)
* [Harassment Investigation Process](https://www.thebalancecareers.com/how-to-address-an-employee-sexual-harassment-complaint-1916862)
* [Office Romances: Fraternization Policy](https://www.thebalancecareers.com/fraternization-policy-sample-1918896)

**Attendance at Work**

* [Exempt](https://www.thebalancecareers.com/exempt-employees-1918120) and [Non-exempt Employee](https://www.thebalancecareers.com/non-exempt-employees-definition-and-requirements-1918198) Definitions
* Working Hours and Overtime
* [Break and Lunch Periods](https://www.thebalancecareers.com/breaks-and-lunch-requirements-1918071)
* [Attendance Expectations and Policy](https://www.thebalancecareers.com/sample-hourly-employee-attendance-policy-1917698)
* Severe Weather and Emergency Closings
* Telecommuting Policy
* Termination When Unable to Work Policy

**Workplace Professionalism and Company Representation**

* [Work Dress Code](https://www.thebalancecareers.com/work-dress-codes-and-image-collection-1919406)
* [Smoke-Free Workplace](https://www.thebalancecareers.com/smoke-free-workplace-policy-for-your-company-1918871)
* [Drugs and Alcohol: Drug-Free Workplace](https://www.thebalancecareers.com/developing-a-drug-free-workplace-1918311)
* Workplace Violence
* [Weapons at Work](https://www.thebalancecareers.com/concealed-weapons-sample-policy-1918872)
* Safety and Security
* Parking
* Workplace Visitors
* [Conflicts of Interest](https://www.thebalancecareers.com/conflict-of-interest-1918090)
* [Accepting and Giving Entertainment or Gifts](https://www.thebalancecareers.com/gift-policy-1918897)
* Travel for Business Policy
* [Mileage Reimbursement](https://www.thebalancecareers.com/irs-mileage-reimbursement-1918183)

**Payroll Information**

* Compensation Schedule
* Recording Time Worked

**Benefits**

* Benefits Eligibility
* [Health Insurance](https://www.thebalancecareers.com/health-insurance-benefits-foundation-1918146)
* Dental Insurance
* Vision Insurance
* Group Life Insurance
* Disability Insurance
* [COBRA](https://www.thebalancecareers.com/cobra-regulations-for-human-resources-to-know-1918084)
* Health Care Flexible Spending Account (FSAs)
* 401(k) Plan
* [Bonuses](https://www.thebalancecareers.com/what-is-bonus-pay-1918069)
* [Workers' Compensation](https://www.thebalancecareers.com/workers-compensation-1918294) (article)
* Unemployment Compensation (article)
* Expense Reimbursement
* [Educational Assistance](https://www.thebalancecareers.com/tuition-assistance-1918278) (article)
* Employee Assistance Program (EAP)
* Paid Legal Aid
* Supplemental Insurance
* Stock Options
* Employee Discounts
* Retirement

**Employee Time Off From Work**

* [Paid Holidays](https://www.thebalancecareers.com/what-are-paid-holidays-in-the-u-s-1918150)
* [Paid Time Off (PTO)](https://www.thebalancecareers.com/sample-paid-time-off-policy-1918910)
* [Vacation](https://www.thebalancecareers.com/paid-vacation-days-1918285)
* [Sick Leave](https://www.thebalancecareers.com/paid-sick-days-1918262)
* [Attendance Policy](https://www.thebalancecareers.com/sample-hourly-employee-attendance-policy-1917698)
* [Family and Medical Leave (FMLA)](https://www.thebalancecareers.com/the-family-and-medical-leave-act-1918631) (article)
* [Bereavement Leave](https://www.thebalancecareers.com/bereavement-leave-sample-policy-1918879)
* [Jury Duty](https://www.thebalancecareers.com/need-a-sample-jury-duty-policy-for-work-1918904)
* [Military Leave (USERRA)](https://www.thebalancecareers.com/active-duty-3332036)

**Use of Company Equipment and Electronics**

* Telephone Use
* [Cellphone Policy](https://www.thebalancecareers.com/cell-phone-smart-phone-policy-sample-for-workplaces-1918886)
* Company Tools, Equipment, and Supplies
* [Computer and Internet Use Policy](https://www.thebalancecareers.com/internet-and-email-policy-sample-1918869)
* [Blogging and Social Media Policy](https://www.thebalancecareers.com/blogging-and-social-media-policy-sample-1918884)

**Monitoring in the Workplace**

* [Email, Computer, Voicemail, Internet, and Telephone Usage](https://www.thebalancecareers.com/internet-and-email-policy-sample-1918869)
* Video Surveillance and Physical Searches

**Performance Expectations and Evaluation**

* [Performance Development Planning and Feedback Process](https://www.thebalancecareers.com/performance-management-process-checklist-1918852)
* Employee Conduct and Performance
* Immediate [Employment Termination](https://www.thebalancecareers.com/what-causes-employment-termination-1918275) (article)
* [Progressive Discipline](https://www.thebalancecareers.com/what-progressive-discipline-1918092)
* Conflict Resolution
* Complaint Procedure
* [Employment Termination](https://www.thebalancecareers.com/how-to-fire-an-employee-1917907) (article)
* [Exit Interviews](https://www.thebalancecareers.com/perform-exit-interviews-1919341) (sample questions)
* Return of Company Property

\*Sourced from www.thebalancecareers.com