

## Overview and Employment Relationship

- [Introduction and Purpose of the Handbook](#)
- 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](#)
- [Non-compete Agreement](#)
- Employee Handbook Disclaimer
- [Employment Relationship: At Will Employment](#)
- Employee Signoff Signifying Receipt of the Handbook, the At Will Statement, and [Employee Acknowledgement](#) That He or She Understands and Will Abide by the Contents

## General Employment Information

- [Equal Employment Opportunity Policy](#) (article)
- [Accommodation for People With Disabilities](#) (article)
- Employment Eligibility
- [Internal Employee Application Process](#)
- [Promotions](#)
- Employment of Relatives
- Rehiring Policy
- [Open Door Policy](#)
- [Personnel File Policy](#)
- [Access to Personnel Records](#)
- Harassment and Discrimination
- [Harassment and Discrimination Reporting Procedure](#)
- [Harassment Investigation Process](#)
- [Office Romances: Fraternalization Policy](#)

## Attendance at Work

- [Exempt](#) and [Non-exempt Employee](#) Definitions
- Working Hours and Overtime
- [Break and Lunch Periods](#)
- [Attendance Expectations and Policy](#)
- Severe Weather and Emergency Closings
- Telecommuting Policy
- Termination When Unable to Work Policy

## **Workplace Professionalism and Company Representation**

- [Work Dress Code](#)
- [Smoke-Free Workplace](#)
- [Drugs and Alcohol: Drug-Free Workplace](#)
- Workplace Violence
- [Weapons at Work](#)
- Safety and Security
- Parking
- Workplace Visitors
- [Conflicts of Interest](#)
- [Accepting and Giving Entertainment or Gifts](#)
- Travel for Business Policy
- [Mileage Reimbursement](#)

## **Payroll Information**

- Compensation Schedule
- Recording Time Worked

## **Benefits**

- Benefits Eligibility
- [Health Insurance](#)
- Dental Insurance
- Vision Insurance
- Group Life Insurance
- Disability Insurance
- [COBRA](#)
- Health Care Flexible Spending Account (FSAs)
- 401(k) Plan
- [Bonuses](#)
- [Workers' Compensation](#) (article)
- Unemployment Compensation (article)
- Expense Reimbursement
- [Educational Assistance](#) (article)
- Employee Assistance Program (EAP)
- Paid Legal Aid
- Supplemental Insurance
- Stock Options
- Employee Discounts
- Retirement

## **Employee Time Off From Work**

- [Paid Holidays](#)
- [Paid Time Off \(PTO\)](#)
- [Vacation](#)
- [Sick Leave](#)
- [Attendance Policy](#)
- [Family and Medical Leave \(FMLA\)](#) (article)
- [Bereavement Leave](#)
- [Jury Duty](#)
- [Military Leave \(USERRA\)](#)

## **Use of Company Equipment and Electronics**

- Telephone Use
- [Cellphone Policy](#)
- Company Tools, Equipment, and Supplies
- [Computer and Internet Use Policy](#)
- [Blogging and Social Media Policy](#)

## **Monitoring in the Workplace**

- [Email, Computer, Voicemail, Internet, and Telephone Usage](#)
- Video Surveillance and Physical Searches

## **Performance Expectations and Evaluation**

- [Performance Development Planning and Feedback Process](#)
- Employee Conduct and Performance
- Immediate [Employment Termination](#) (article)
- [Progressive Discipline](#)
- Conflict Resolution
- Complaint Procedure
- [Employment Termination](#) (article)
- [Exit Interviews](#) (sample questions)
- Return of Company Property

\*Sourced from [www.thebalancecareers.com](http://www.thebalancecareers.com)