Employee Handbook Policies

Employee handbooks and HR policies are your business' best defence against costly legal claims related to employment AND employee issues. They're also the best way to share your company's values and set clear expectations with your team. When expectations are clear, you can avoid many of the common headaches that come with managing people.

Is your handbook up to date? Are you sure you're staying compliant with the latest regulations?

Here's a checklist of basic policies you should include in your handbook:

Canada

- Acknowledgment Page
- Attendance/Tardiness/Absence
- Cell Phone Use
- Code of Conduct
- Disciplinary Action
- Diversity and Inclusion
- Dress Code and Appearance
- Employment Equity
- Group Benefits
- Health & Safety
- Holidays Observed
- Leaving the Company
- Pay Process
- Performance Management
- Personal Days/Sick Days
- Privacy Act
- Probationary Period
- Progressive Discipline
- Proprietary, Confidential and Company Information
- Right to Disconnect (Ontario)
- Social Media Use
- Vacation Entitlement
- Work Schedule
- Workplace Violence, Harassment and Discrimination

US

- Acknowledgment Page
- Anti-Harassment
- Attendance/Tardiness/Absence
- Benefits
- Cell Phone Use
- Code of Conduct
- Disciplinary Action
- Disclaimer & Employment at-will
- Dress Code and Appearance
- Equal Employment Opportunity
- Health & Safety
- Holidays Observed
- Leaving the Company
- Paid Time Off (PTO)
- Pay process
- Performance Management
- Progressive Discipline
- Proprietary, Confidential and Company Information
- Sick days
- Social Media Use
- Vacation/Paid time off
- Work Schedule

A well-crafted, customized handbook serves as a go-to resource for your workplace policies, benefits, and procedures, demonstrating a fair and organized work environment. You don't have to limit yourself to this list. The listed policies are basic and an example of what should be included. Your handbook should represent your organization and the guidelines you set in place for your employees.

Don't wait until it's too late. Stay prepared. Stay protected.

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