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|  | **ADVANTAGE PROFESSIONAL SERVICES INC.**  **EXECUTIVE SEARCH & Business SOLUTIONS**  ***Specializing In The Energy Industry***  **recruitment  ABORIGINAL RELATIONS**  **GOVERNANCE  RISK & Regulatory** |

Employee Handbook or Manual

Example of Table of Contents

Advantage Professional offers the following sample as guides for developing the policies and content of your own employee handbook. Your employee handbook establishes policies, procedures, benefits and working conditions that will be followed by all employees as a condition of their employment at your company.

**Directions:**

The policies and procedures outlined in your handbook will be applied at the discretion of your company. Your organization should strive to notify all employees of changes in the Employee Handbook policy or procedure. Your Employee Handbook should be signed by the CEO or President.

**Sample Topics for Employee Handbook**

**A). Welcome Letter from President**

**Introduction**

**Our Business & Core Values**

* History, Corporate Social Responsibility, Community Stewardship
* Vision or Mission
* Operations
* Management Team, Key Personnel

**B). Employment**

* Onboarding policies, checklists, signing documents
* Company property, use of personal equipment
* Use of Computers and Phone, personal devices such as laptops
* Expense Reimbursement
* Per Diem, Travel reimbursement
* Hours of Work, payroll cut-off schedules
* Holidays (clearly state which statutory holidays they will be paid for in your province)
* Requests for time away from work
* Vacation Allocation
* Personal Appointments
* Attendance

Late for work

Illness-doctor's note

* Overtime (ensure you are in compliance with your provincial laws for overtime-they vary)
* Group Insurance Benefits (waiting period, waived or grandfathered policies for mergers)
* Group RRSP-contribution, company paid portion

**C). Compensation & Performance**

* Employment Equity-blackout periods for trading
* Recruitment and selection-internal job postings, referral programs
* Employee Classifications and Job Descriptions (each position should have a job description)
* Probationary Period-state the length of time, goals and objectives to achieve permanent
* Performance Reviews-state how often they are. We suggest at least annually
* Code of Conduct
* Conflict of Interest
* Dress Code
* Disciplinary Process-include verbal warnings, written warnings, documentation of the process

**D). Employee Resignation or Termination of Employment**

**E). Employee Time Away From Work**

* Vacation Time and Vacation Pay
* Sick Leave
* Compassionate Leave
* Jury Duty
* Disability Leave
* Maternity / Parental / Adoptive Leave

**F). Professional Development**

* Continuing Education, MBA, professional designations, journeyman programs
* Courses paid by company
* Time off with/without pay for exam days
* Time off with/without pay for professional development courses

**G). Confidential Information and Intellectual Property**

* Confidential Information
* Intellectual Property-Bring your own device to work
* IT Information Storage and Security on personal computers, phones, personal email

**H). Health and Safety**

* Drug and Alcohol-frequency of testing
* Drivers Abstract records-frequency of testing
* Traffic impairments, tickets, Suspended licenses
* Air Quality

Smoke Free Environment

Scents Pets

**I). Harassment, Workplace Violence & Bullying, Dispute Resolution**

* Procedure for reporting harassment confidentially
* Procedure for management, supervisors, HR upon receiving such a complaint
* Responsibility of all employees to report all types of bullying & harassment
* Sensitivity of external counselling programs available