COMPANY HANDBOOK TEMPLATE

An employee handbook is a document that communicates your company's mission, policies and expectations. ... To help you build the best employee handbook, we crafted a template to give you a headstart in creating your own document.

This handbook template serves as a document covering the rules and conduct expected of your employees. It’s a reference for questions that workers may have about your business expectations and key policies, such as benefits, dress code, work schedules, and procedures for addressing employees claims of sexual harassment.