

Employee Handbook Template

Template note: Replace all bracketed text before use. Check this handbook against local employment law, collective agreements, contract terms, and any stand-alone policies that apply in your organization.

[Company Name]

This Employee Handbook ("Handbook") provides employees with a general overview of the company, key workplace expectations, and the policies and resources that support day-to-day work. It is intended to promote consistency, clarity, and a positive employee experience across the organization.

This Handbook is a guide and does not form part of any contract of employment, except where required by applicable law. The company may interpret, revise, suspend, or withdraw this Handbook or any of the policies described in it at its discretion, subject to applicable law. Where local law permits at-will employment, nothing in this Handbook changes that relationship.

Where there is a difference between this Handbook and local law, an employment contract, a collective agreement, or a formal policy document, the more specific or legally required document will apply.

1. Welcome message

Welcome to [Company Name].

We're glad you're here. This Handbook explains the policies, practices, and expectations that shape your experience at work. It also outlines where to go if you need support or have questions. This Handbook is a guide, not an employment contract. We may update it from time to time to reflect changes in our workplace, policies, or legal requirements.

Employees should read this and book carefully, ask questions if anything is unclear, and review future updates communicated by the company.

2. About the company

Our mission: [Insert mission statement]

Our vision: [Insert vision statement]

Our values

Our values guide how we work, make decisions, and treat one another. At [Company Name], we aim to demonstrate the following values in our day-to-day work:

1. [Value 1: e.g., customer focus]
2. [Value 2: e.g., integrity]
3. [Value 3: e.g., collaboration]
4. [Value 4: e.g., accountability]

Our culture: We aim to create a workplace that is respectful, inclusive, collaborative, and accountable. We expect employees and managers to work in ways that support trust, professionalism, and strong working relationships.

3. Employment information

This section outlines the basic terms and practical arrangements that apply to employment at [Company Name]. More detailed information may also be set out in local policies, offer letters, contracts, collective agreements, payroll notices, or manager guidance.

Employment classification: [Describe how the company classifies employees, for example full-time, part-time, fixed-term, temporary, exempt/non-exempt, or equivalent local categories. Clarify that classification affects eligibility for pay practices, overtime, leave, and benefits where relevant.]

Working hours: [State the standard working week or working hours, core hours if applicable, break expectations, and where employees can find role-specific, shift-based, or location-specific arrangements.]

Attendance and punctuality: Employees are expected to attend work as scheduled, arrive on time, and notify their manager or the designated contact as soon as possible if they will be late or absent. [Insert local reporting process, timing requirements, and any certification rules for sickness or other absences.]

Salary and payroll: [Explain how often employees are paid, the payment method, what deductions may apply, how employees can view payslips, and where payroll questions should be directed.]

Work location: [State whether roles are on-site, remote, hybrid, or location-dependent, and explain how work location is approved, reviewed, or changed.]

4. Workplace expectations

At [Company Name], we expect all employees to contribute to a professional, respectful, and productive work environment. Employees are expected to:

- Act with integrity
- Treat others with respect
- Perform their role responsibly
- Follow company policies and procedures
- Communicate professionally
- Protect company information and assets.

Managers are expected to apply policies consistently, address issues promptly, and support employees in understanding their responsibilities.

5. HR policies

This Handbook summarizes key workplace policies. More detailed stand-alone policies may apply and should be consulted where additional detail is needed.

Equal employment opportunity: [State the company commitment to equal employment opportunity and lawful employment decisions based on business needs, qualifications, and performance rather than protected characteristics under applicable law.]

Anti-discrimination and anti-harassment: [State that discrimination, harassment, bullying, victimization, and other inappropriate conduct are not tolerated. Explain that concerns will be reviewed promptly and fairly, and that retaliation against someone who raises a concern in good faith or participates in a review is prohibited.]

Disciplinary process: [Explain when corrective or disciplinary action may apply, the general steps the company may use, and that the company may skip steps where appropriate depending on the seriousness of the conduct, subject to applicable law and procedure.]

Performance management: [Explain how the company sets expectations, gives feedback, reviews performance, and supports development. Refer to any formal review cycle, probation process, or performance improvement process where relevant.]

Hybrid or remote work: [State the company approach to remote or hybrid work, including eligibility, approval requirements, attendance expectations, equipment use, expense treatment if applicable, and safe working practices.]

Reasonable accommodations or workplace adjustments: [Explain how employees can request support related to disability, religion, pregnancy, or other legally protected needs under applicable law.]

6. Leave and benefits

[Company Name] offers employees access to leave entitlements and benefits based on role, location, employment status, and eligibility requirements.

Leave

Employees may be entitled to various forms of leave, including:

- Annual leave
- Sick leave
- Bereavement leave
- Parental leave
- Other statutory or company-provided leave.

Benefits

Eligible employees may have access to benefits such as:

- Health-related benefits
- Retirement or pension arrangements
- Wellbeing support
- Learning and development support
- Employee assistance resources.

For full details on benefit terms, eligibility, and enrollment, please refer to the relevant benefits documentation or contact [HR / Benefits Contact].

7. Code of conduct

At [Company Name], all employees are expected to behave in a way that supports a respectful, safe, and ethical workplace. This includes:

- Treating colleagues, customers, and partners with respect
- Acting honestly and professionally
- Protecting confidential information
- Using company property responsibly
- Following laws, regulations, and company policies
- Avoiding conflicts of interest

- Speaking up about concerns in good faith.

Failure to meet these standards may result in corrective action, up to and including termination of employment, depending on the circumstances and applicable law.

8. Reporting procedures

[Company Name] encourages employees to raise concerns early so issues can be addressed fairly and appropriately. Employees should report concerns relating to:

- Harassment or discrimination
- Misconduct
- Retaliation
- Health and safety risks
- Policy breaches
- Unethical or unlawful conduct
- Workplace conflicts or grievances.

Concerns can be raised through your manager, HR, [Named contact / People Partner], or [Anonymous reporting channel / hotline] (where applicable).

9. Safety and security

[Company Name] is committed to providing a safe and secure working environment. Employees are expected to:

- Follow workplace health and safety procedures
- Report hazards, incidents, and near misses promptly
- Use equipment safely and as instructed
- Comply with security requirements for offices, systems, and devices
- Protect company and personal data from unauthorized access.

Employees working remotely are also expected to follow applicable guidance on safe home working, information security, and company equipment use.

10. Handbook administration

Policy owner: [Insert team or role responsible for managing the Handbook]

Review cycle: [Insert review frequency, for example annually or as needed]

Effective date: [Insert date]

Last updated: [Insert date]

11. Acknowledgement form

I acknowledge that I have received the Employee Handbook. I understand that it outlines company policies, expectations, and procedures, and that I am responsible for reviewing and following the guidance it contains. I understand that this Handbook is a guide and does not constitute a contract of employment (except where required by applicable law).

Employee name: _____

Signature: _____ Date: _____

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