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Free Employee Handbook Template Including Policies and Procedures

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These sample policies and procedures are provided to guide you in developing your employee handbook or other policy documentation. Perfect for use in a small business, or a nenterprise level corporate policy setting. It's not just affordable, it's free for use within a company as long as it is not distributed outside of your organization.

Introduction

Welcome to the Company. This handbook was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact your manager or Human Resources. The policies stated in this handbook are subject to change at any time at the sole discretion of the Company. From time to time, you may receive updated information regarding any changes in policy. The contents of this handbook are not intended to create a contract or agreement between the Company and you. For those employees in a position covered by a collective bargaining agreement, you should refer to the agreement which governs your terms and conditions of employment. There are specific procedures for many of the general policies stated in the handbook. Please direct any questions to your manager, department head, or to Human Resources.

About the Company

Insert brief Company History

The Company's mission is to:

The Company vision is:

Hours of Operation/Work Schedules

The office is normally open from 8:30 am until 5:00 pm Central time. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours. If an employee must be outside of the office for non-business related reasons during their normal work schedule, they should inform their manager.

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