

5 Little-Known Handbook Facts

Your handbook defines your company's boundaries, gives ground rules and explains what is and is not considered acceptable behavior.

A well written and implemented handbook is the best defense a company can have when litigation strikes

Here are a few handbook related facts that might encourage you to keep yours updated.

1

While a handbook can't protect you from **being sued**, when used right it certainly protects you when you are.



2

Laws and regulations change - often!
Your policies need to be checked annually

Do you know if you have all the laws needed in your handbook, & are they all compliant?

Every time your handbook is updated, redistribute copies to employees and require signatures acknowledging the updates.



3

If you distribute a handbook but don't **follow its practices** and procedures, you will have a weak defense in the face of a dispute



4

As your business grows, so must your handbook.

In California, employee size directly impacts laws and requirements on employers.



5

You've got **Non Discrimination** and **Harassment** policies, but what about an **Employee Dating** policy?



Must-Haves in an Employee Handbook

Company mission & values

Employee conduct, behavior & dress code

Compensation, timekeeping & overtime

Hiring, discipline, & terminations

Workplace safety & health

Equal opportunity & at-will employment

Leave Policies & vacations

Social media & technology usage

All other policies & procedures



Help employee orientation and get new team members up to speed faster

Trending in 2019



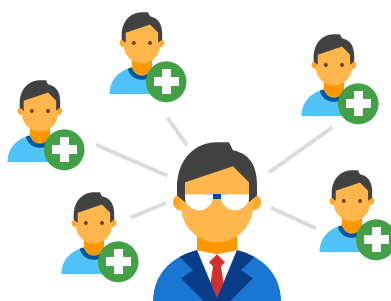
Pet policies

Is Fido welcome in the work space? What's expected of him and his human?



Brand Advocacy

Your handbook tells the history and values of your company and reminds employees they represent your brand.



Telecommuting

Can your employees work remotely? Do you offer flexible schedules?



\$2,400
for complete handbook & 6 months of guaranteed legal updates