

WHAT TO INCLUDE IN YOUR EMPLOYEE HANDBOOK

Showcase your employer brand with our easy-to-use template.

Namely  HR for Humans

We've all been there: it's your first day on the job, and you find yourself reviewing a hefty document, full of legalese—also known as “The Employee Handbook.” You find yourself wondering, how many trees were used in the making of this document? Where can I find the information that's *actually* relevant to me? How long will this gather dust in my desk drawer?

This all-too-familiar scenario should be high on HR's radar. An employee's first day on the job is a crucial time to reinforce that they made the right choice by joining your company. Onboarding programs should excite and engage employees, and your company handbook plays an important role in making a good first impression. With the help of your marketing and design teams, you have the potential to make a handbook that's both useful and on-brand.

Why invest time in updating your handbook? When done well, it can attract talent, improve onboarding, and even drive engagement among existing employees. Our template is designed to make it easy for you to tackle this project. We've broken out the key sections you'll need to include and consider. Before jumping into the template, here are three steps for creating an engaging employee handbook:

1. Leverage Company Branding

While your handbook is likely to be an internal document, you should think of it as an important asset for your [employer brand](#). Make sure you have a thorough understanding of your company's culture, and let that guide the tone and visual elements of the handbook. Does your company have a playful voice? Consider using lighthearted language to describe office policies. Does your brand utilize bright colors? Spruce the layout up with accents and images to bring the document to life. If your handbook doesn't align with your brand, employees will be less likely to take it seriously.

2. Make It Consumable

A lengthy informational document that employees will need to reference down the line should be easily legible and searchable. Avoid long blocks of text, highlight the most important parts of each page, and break up sections with images or [stylistic touches](#). Make sure to have a clearly organized table of contents. If employees want to review the company's benefits policy, they won't want to have to turn through pages and pages to find it.

3. Go Digital

While you may not go as far as [publishing the employee handbook on your company's public website](#), having a digitally accessible copy ensures employees always know where to find it. There's a lot of new information to take in on the first day, and your new hires may not have to expense something, for example, in his or her first six months. When the time comes, the policy should be easily accessible somewhere employees know where to look, such as the [resources section in your HRIS](#).

Ready? Let's get started.



With these tips in mind, let's jump into our employee handbook template. We've outlined the basic elements you'll need, freeing up your time to focus on the fun stuff: crafting the tone and creative elements. Your handbook is a living manifesto of your company culture, so let's get started!

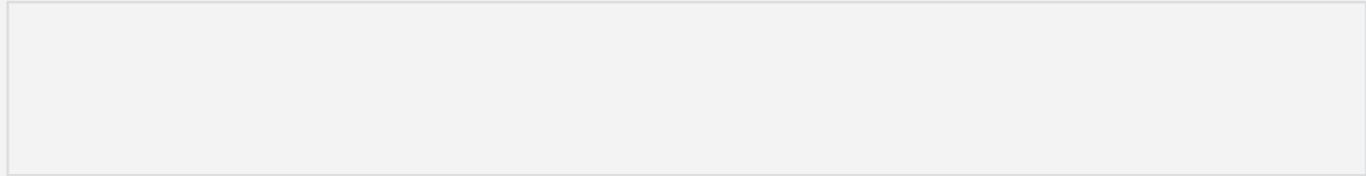
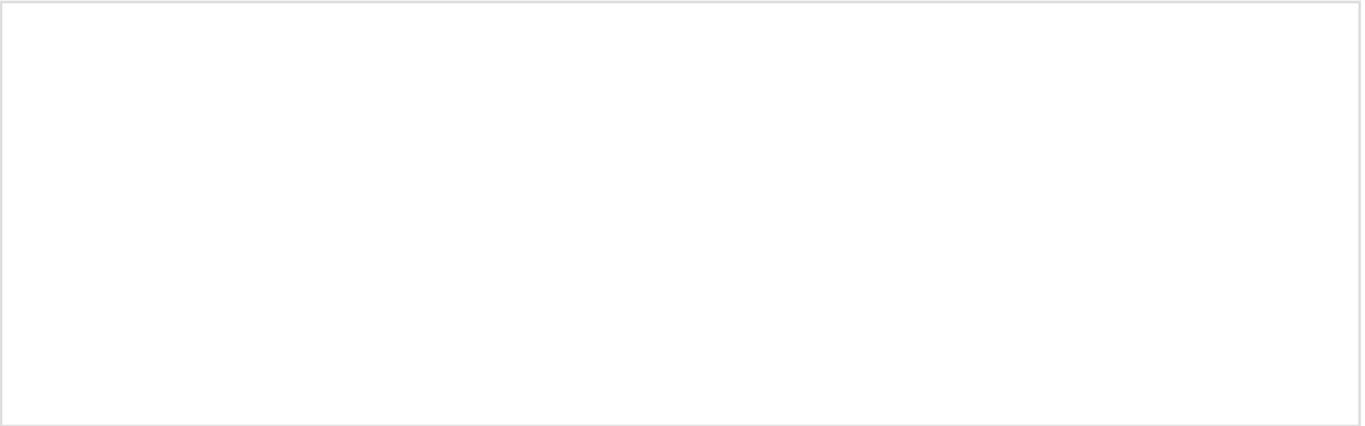


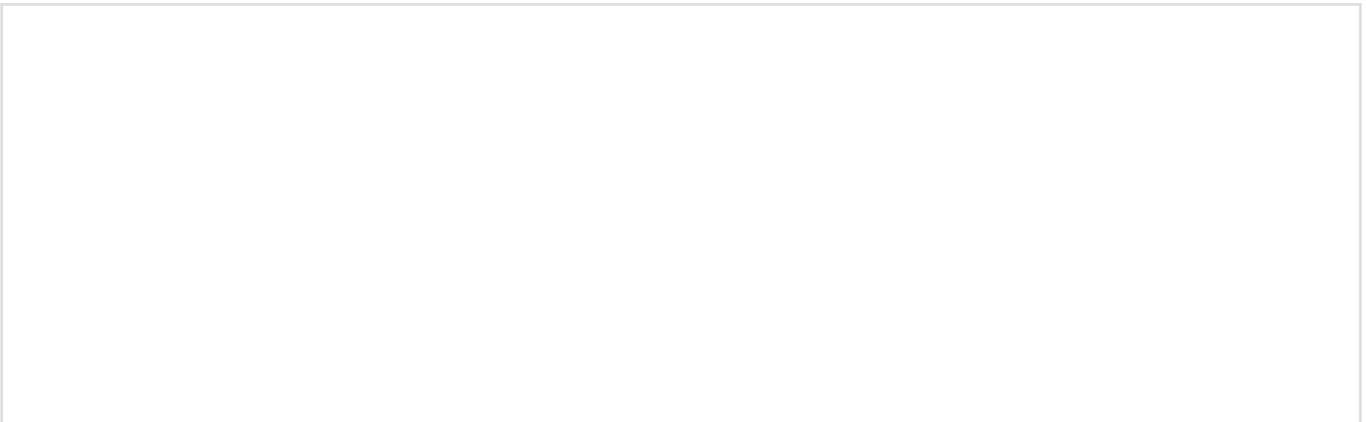
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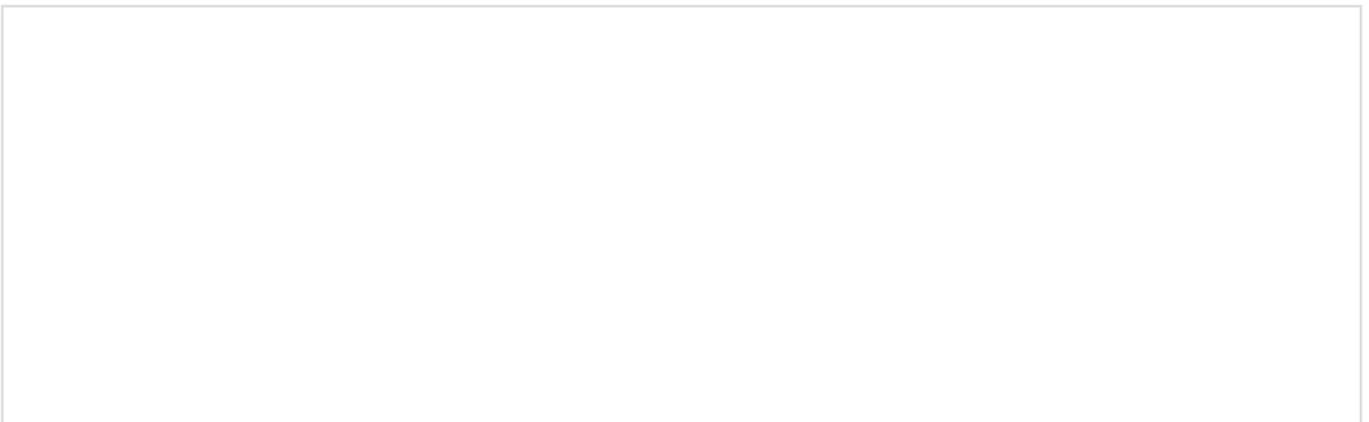
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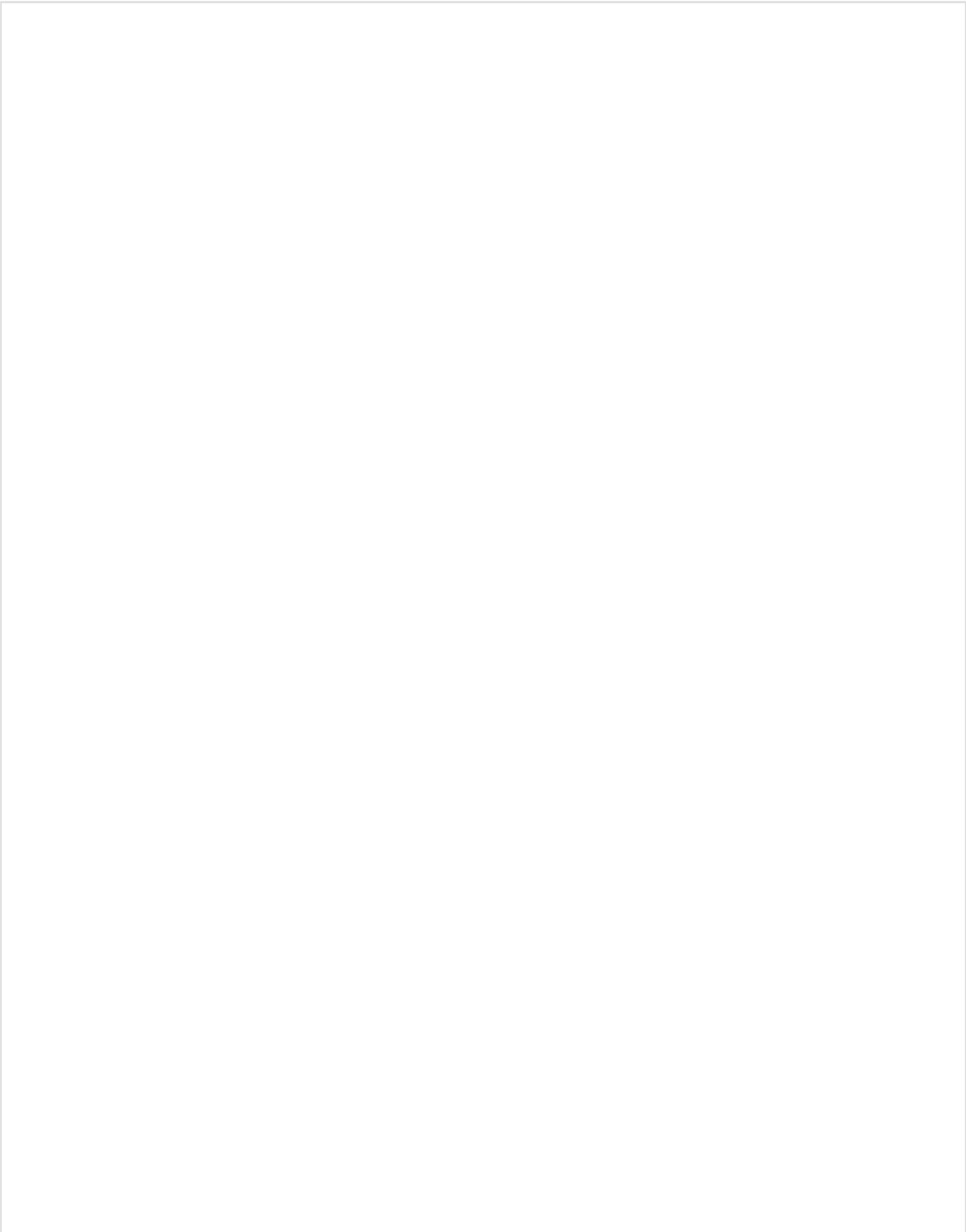
Mission & Values

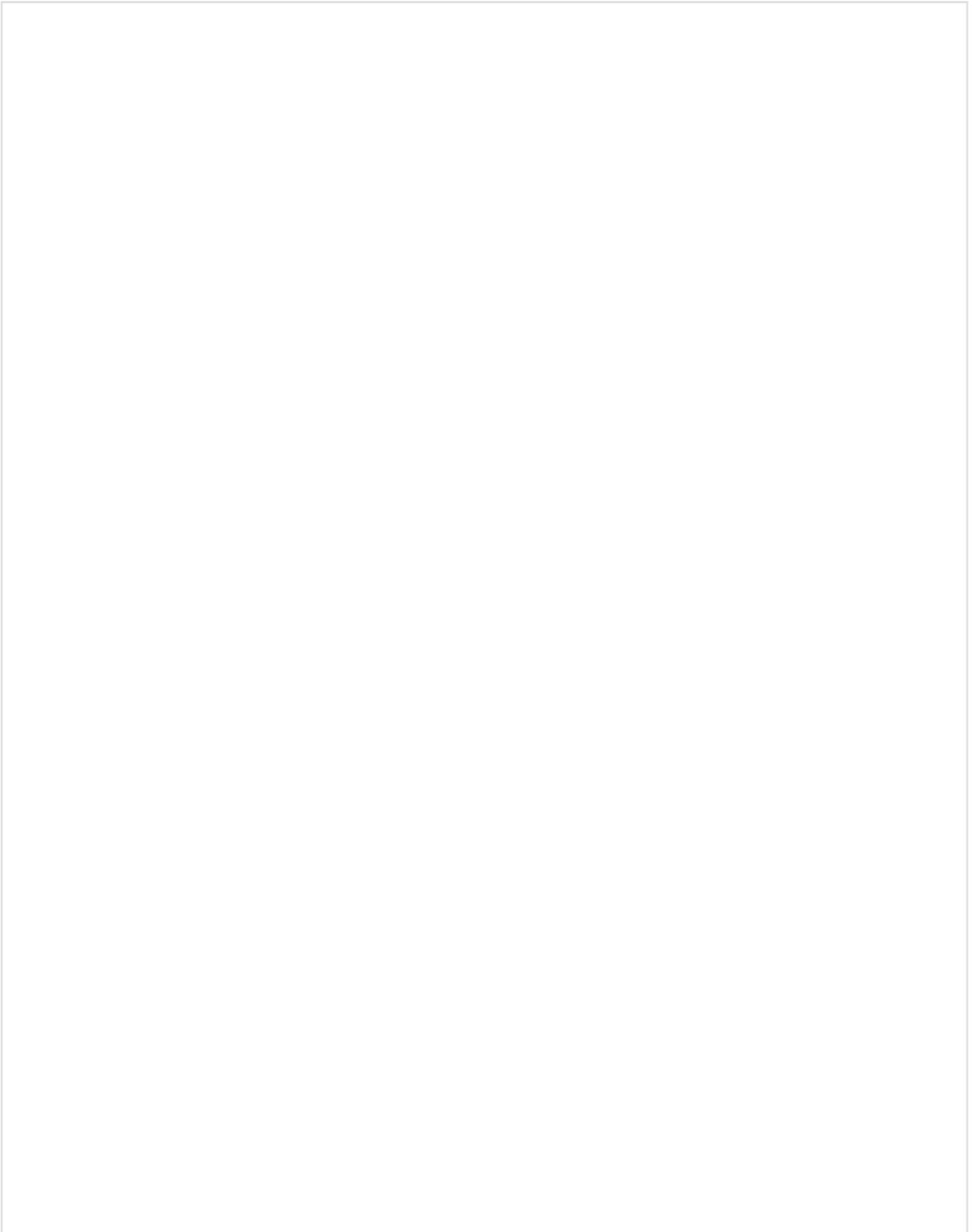
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Company History

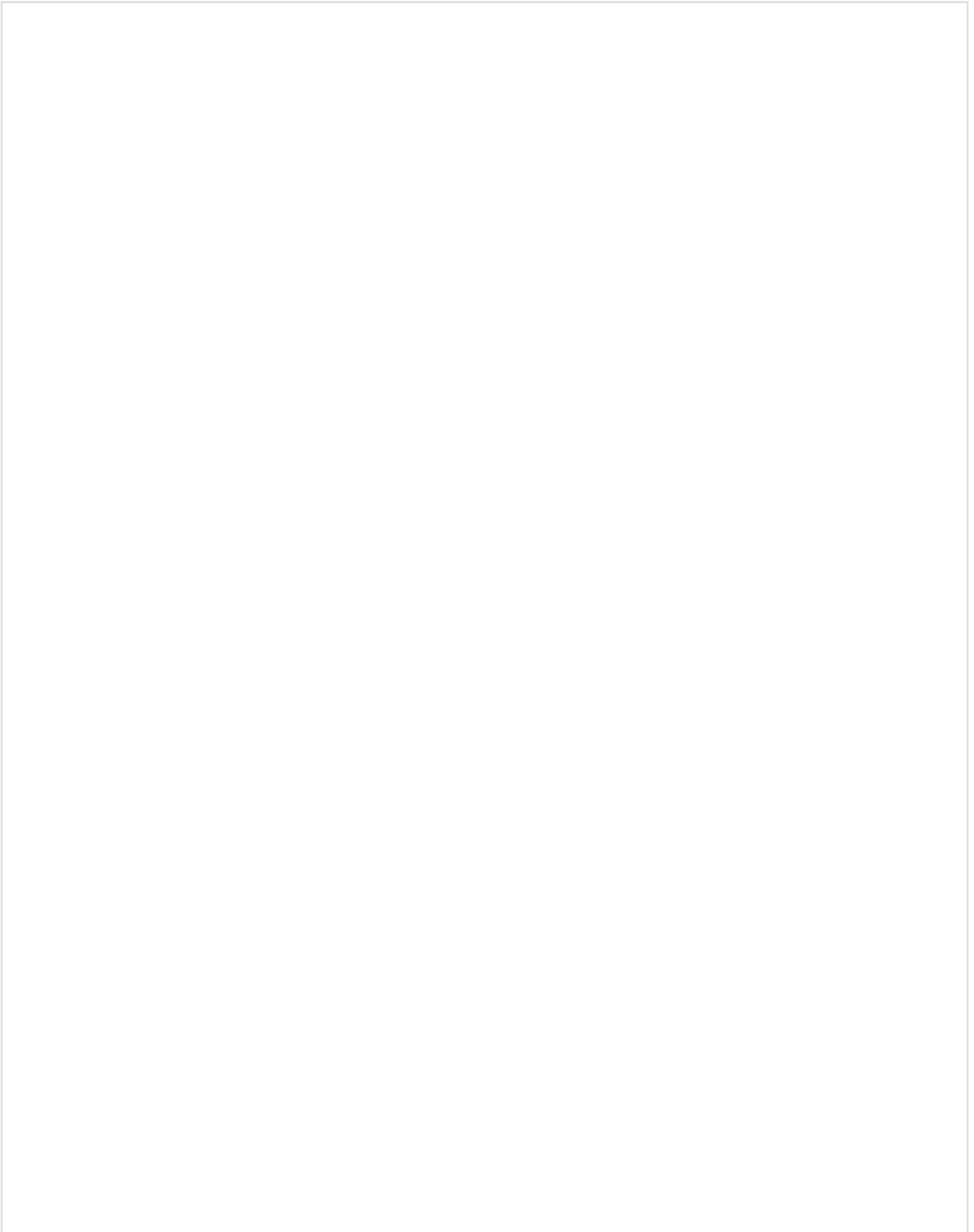
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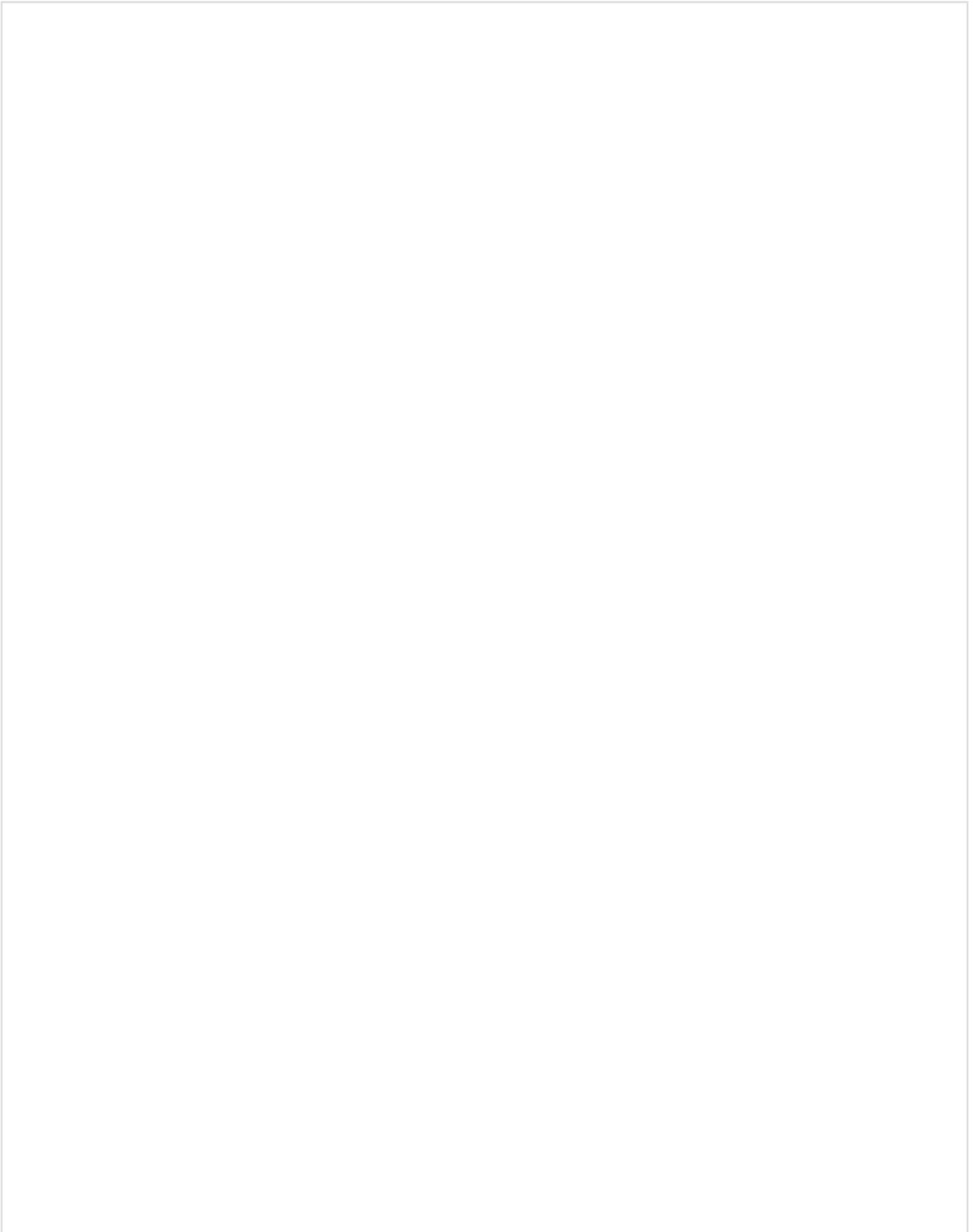












NEED MORE SUPPORT?

Building an inclusive, robust handbook is just the start for your team. As rules, regulations, benefits, and company structure change overtime, your employee handbook must change with you.

This is especially true when it comes to compliance.

With Namely's Comply Advice & Action, maintaining a compliant, useful and user-friendly handbook has never been simpler. Amongst its many tools and resources, Comply Advice & Action includes an interactive living handbook that connects advanced technology, authoritative content, and seasoned HR experts to ensure policies and procedures remain compliant as an organization grows and as regulations change. With an incredibly easy-to-update interface, never again feel the stress of creating a federal- and state-level compliant employee handbook.

To learn more about Comply Advice & Action, including the living handbook, visit www.namely.com/hr-compliance-package/ and request a demo today.