TIPS TO WRITING AN **EMPLOYEE HANDBOOK EMPLOYEES** WILL **ACTUALLY READ**

Employee handbooks are a vital communication tool for any business. While they're helpful for getting new employees up to speed on everything from dress codes to company culture, they're also an important piece of protection.

To help employees have a clear understanding of your company, it's culture, policies, procedures and specific expectations of what it means to join your organization, listed below are a few suggestions on what to include in your employee handbook.

1

USE YOUR HANDBOOK AS A COMMUNICATION TOOL

Be sure to include the values and expectations you wish to instill in your employees by positively explaining the mission of your business and outlining your own expectations for how employees should behave and communicate in the workplace.

2

REFLECT THE SOUL OF YOUR COMPANY

They say a company handbook reflects the soul of your company. Create a handbook that captures your company spirit, values, culture, policies and procedures. It's important to guard against potential lawsuits, however, take time to articulate the language about how you care for your people too.

3

HOURS, BENEFITS, AND COMPENSATION

Clearly outline when employees are paid, what is included on their pay slip, what benefits (if any) and discounts they are eligible for, holidays, time off, and your policy on scheduling and number of hours they are allowed.

4

KEEP YOUR HANDBOOK CURRENT

Review employee handbooks at least once a year to reflect the latest business policies, labor laws and social norms.

5

PRACTICE WHAT YOU PREACH

Your handbook should include actual practices and values of your organization. If what you practice is different from what you demonstrate, this is a breeding ground for employee lawsuits. You'll have a hard time defending claims of unfair practices.

6

KEEP IT SIMPLE

If you want your employees to read and follow your handbook, keep it simple. It should be no more than 100 pages with simple and concise language.

7

GO DIGITAL WITH NEW HIRE ONBOARDING

Companies today are automating their new hire process and incorporating their employee handbooks. Making this mandatory to complete in a New Hire Check Process gives employers an extra layer of defense against employee claims. Employers can also include training materials & videos, payroll information, benefit enrollment and much more.

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