



TPD Tips

Policy Manual Cheat Sheet



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Regardless of the industry, every organization should have well documented company policies. A good policy manual will allow you to: effectively communicate standards of behaviour to new employees, easily answer employee questions and to ensure internal issues are handled correctly and consistently throughout your organisation.

Topics to cover when drafting or updating your policy manual:

Company Values

- List your organizational values
- Does your current recruiting practice screen for these values? If so note this in the policy manual

Hours, Operations and Overtime

- Include locations, hours of operations, overtime policy

Conflicts of interest

- Define what would be considered a conflict of interest in your industry. This can vary. Does your company have a policy on accepting gifts?

Code of conduct

- Alcohol- make sure to cover client meetings as well as company sponsored parties or events where alcohol is served.
- What behaviour is acceptable and unacceptable

Privacy Policy

- Include where records and contracts are stored as well as who has access to them.

Confidential information

Intellectual property

- When an employee creates something at work, who owns it?



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Health & Safety

- Bullying and Harassment (this is a legislated requirement in Canada)
- First aid and evacuation plan
- Safe work procedures

Performance Management

Dress Code & Personal Appearance

Cell Phone

- Do you have company provided phones? Who covers overage charges?

Expenses

- What type of expenses are covered?
- Mileage allowance rate
- Per diem when travelling for work

Employee Referral Program (If Applicable)

Benefits Coverage

- Employee Assistance Program
- Tuition Reimbursement and Professional Development

Vacation Coverage

- How much do employees receive at which points in their tenure?
- How is it accrued?
- Are there any restrictions? Blackout dates?

Statutory Holidays

- Which holidays do you observe?



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Social Media

- Usage at work
- Etiquette

Leaves of Absence

- Leaves of Absence
- Bereavement leave
- Family responsibility leave
- Pregnancy and Parental Leave
- Compassionate care leave
- Sick leave

End of Employment

- Notice period
- Outstanding wages
- Return of company property

Need help developing your
Policy Manual?

Contact TPD Today
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