

SAMPLE: EMPLOYEE HANDBOOK –TABLE OF CONTENTS

The document is intended as a reference to provide small-medium employers in BC with an overview of what should be included in an employee handbook. While best efforts have been made to ensure that this is a comprehensive list, it is important to recognize that businesses and their HR needs will vary. Users are responsible for ensuring that their employee handbook content and policies are complete and in compliance with current employment-related legislation.

Welcome

Welcome Message

About Our Company

About Our Team

Our Company Philosophy - Vision, Mission & Values

Employer Right to Update the Employee Handbook

Recruitment

Recruitment and Selection

Employment Equity

Employment of Relatives

Employment

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Employee Duties

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Hours of Work

Overtime

Meals & Breaks

Progressive Discipline

Performance Management

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Compensation Philosophy & Policy

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Cell Phone Use

Company Equipment & Information Technology

Privacy, Confidential Information & Intellectual Property

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IT Information Storage and Security

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Return of Company Property

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Health and Safety

Health & Safety Overview

Health & Safety Orientation & Training

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Reporting Accidents & Injuries

Reporting Other Health & Safety-related Concerns

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Smoke Free Environment

Substance Abuse

Workplace Violence

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Employee Handbook Acknowledgement & Sign-Off
