**Top things to include in your Employee Handbook**

1. **Company Values and Mission Statement**
* It is very important to include your mission statement, values, and goals. This helps employees get a better understanding of your company and helps them identify if it will be a good fit for them.
1. **Employment information**
* This can include anything from hiring policies, payment schedule and method, full time vs part time hours, overtime pay, meals and breaks, time off, Performance Review procedures, safety procedures, resignation and termination process, and overall compensation.
1. **Anti- Discrimination and Anti-Harassment laws**
* This is important to list all the laws to the employees, so they are aware of their rights and also educated on the situations. This section would also include an equal opportunity employer description, and states that your company abides by all state and federal employment laws.
1. **Standards of Conduct**
* This can include anything from the dress code, drug and alcohol abuse policy, ethics policy, cell phone policy, social media policy, harassment policy, conflict resolution, data privacy etc.
1. **Employee Benefits**
* This can include health, dental, medical insurance, retirement plans, PTO, life insurance, short- and long-term disability, tuition reimbursement, tips, or commission. Any other perk the employee might receive like a short day, free lunch etc.
1. **Confidentiality and Non-disclosure agreement**
* This protects the company from anyone sharing secrets, clients or even day to day procedures with a competitor. This can also help protect the company if an employee leaves angry.
1. **Disciplinary Policies**
* This lays out the law regarding breaking policies, rules, regulations, and even laws. This helps set a standard for the employees and lets them know the consequences. You should also include a disclaimer stating this is not a contract but simply a guideline to the company and what we provide. This helps you from being sued if your end of the bargain wasn’t held up.

The following document is meant to provide Supervisors and Managers with resources and insight. Feel free to modify or use this guide as a free service from Tributary Staffing.