

# Company Employee Handbook

Issue Date: \_\_\_\_\_

Version Number: \_\_\_\_\_

TO \_\_\_\_\_ COMPANY EMPLOYEES:

This is our new Employee Handbook. Please review it and sign the attached acknowledgment and drop the acknowledgment in \_\_\_\_\_'s in box.

You may keep a copy of the Handbook if you wish, but a copy will always be available to you through the HR department. If you do not wish to keep a copy, please return the Handbook to HR.

This Employee Handbook (the "Handbook") was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Handbook as soon as possible, for it will answer many questions about employment with \_\_\_\_\_ Company.

## INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with \_\_\_\_\_ Company and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. This Handbook is not a contract and is not intended to create any contractual or legal obligations. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by \_\_\_\_\_ Company to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Handbook can anticipate every circumstance or question about policy. As \_\_\_\_\_ Company continues to grow, the need may arise and \_\_\_\_\_ Company reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception is our employment-at-will policy permitting you or \_\_\_\_\_ Company to end our relationship for any reason at any time. The employment-at-will policy cannot be changed except in a written agreement signed by both you and the President of the Company. Employees will, of course, be notified of such changes to the Handbook as they occur.

Customers are among our organization's most valuable assets. Every employee represents \_\_\_\_\_ Company to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

\_\_\_\_\_ Company will provide customer relations and services training to all employees with extensive customer contact. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of \_\_\_\_\_ Company. Positive customer relations not only