

EMPLOYEE HANDBOOK

A FU⁺UREPLUS GUIDE

WHAT IS AN EMPLOYEE HANDBOOK?

An **Employee Handbook** is a compilation of the policies, procedures and behavioral expectations that guide employee actions in the workplace. You should view your Handbook as your '**base camp**' for **employees**, providing all the practical information they will need while under the organisation's employment.

It is also the ideal place to communicate your **vision, mission and values**, and to set the tone for what employees can expect when they join your company. A Handbook can be used as creatively and uniquely as you like to **welcome new employees** to the business, and give an explanation of the **company culture** you have created.

YOUR HANDBOOK



What should an Employee Handbook include?

There is no fixed format for an Employee Handbook, but it does need to contain all of the **practical information** new hires will need when they join your business.

Don't overload your Handbook with policies. We suggest you include a series of **summaries or statements** instead, covering all the information your employees need to know. If your Handbook is digital, you can use hyperlinks to connect through to full company policies that are stored elsewhere and easy for employees to access.

Your Handbook should be **user friendly**, so use a tone of voice that matches your company culture and encourages your employees to engage with the Handbook and get on board with the key messages it presents.

It's also a great place to talk about how your business is addressing **climate, environmental** and **social** impact. Your efforts in these areas should be embedded throughout the business, not confined to the remit of one employee - so shout about them! You might even want to mention **FuturePlus!**

WHAT SHOULD A HANDBOOK COVER?

- + A **welcome statement** from your CEO or most senior leaders.
 - + Your company's **vision, mission and values** and an overview of your company's history and culture.
 - + **Legal Compliance:** Highlight the organisation's commitment to following applicable labour laws, regulations, and industry standards, such as data protection and privacy laws.
 - + **Attendance and Leave:** This section outlines policies related to working hours, attendance, punctuality, time off, sick leave, family leave, and other types of leave available to employees.
 - + **Employment Policies:** Outline the company's policies regarding equal employment opportunities, anti-harassment, anti-corruption and whistleblowing mechanisms. It should also address recruitment, hiring, onboarding, and termination procedures.
 - + Include your **Code of Conduct**, which details how you expect employees to behave while representing your business. This covers topics such as professional ethics, dress code, social media usage, and conflicts of interest.
- You can access our guide on writing a Code of Conduct [here](#), or please ask your FuturePlus Advisor if you would like more information.

OTHER THINGS TO INCLUDE

- + Compensation and Benefits:** Detail the company's compensation structure, including information on salary, bonuses, commissions, overtime and pensions. Additionally, you should provide an overview of employee benefits such as healthcare and any other perks.
- + Performance Expectations:** This section should outline performance appraisal procedures, feedback mechanisms, and any performance improvement plans.
- + Workplace Safety:** Provide information on occupational health and safety guidelines, emergency procedures, and reporting incidents or accidents.
- + Data and Technology:** Address the acceptable use of company technology resources and guidelines on data security and confidentiality.
- + Disciplinary and Grievance Procedures:** This section explains the process for addressing employee grievances or complaints. It also details the steps and consequences for disciplinary actions, including warnings, suspensions, and terminations.
- + Equal Opportunity and Diversity:** Emphasise the company's commitment to diversity and inclusion and how this is manifested in company culture.
- + Sustainability Practices and Principles:** Include information on your environmental sustainability commitments, and what is expected of employees.

EXTRA POINTS TO CONSIDER

1

Employees should be expected to **review and become familiar** with the Employee Handbook, so make sure that existing employees have read it, as well as new joiners.

2

Ask employees to **sign a declaration** acknowledging that they understand and have received a copy of the Handbook.

3

Make sure that you **update your Handbook regularly** as your business grows and your policies and procedures change.

NEED MORE HELP?

We offer consultancy services if you would like more comprehensive support, for example helping you to write an Employee Handbook from scratch.

Please let us know if you would like more information – we would be happy to provide a quote for either service: team@future-plus.co.uk

