

Your logo  
here.

**SAMPLE COMPANY**

## EMPLOYEE HANDBOOK

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*This SAMPLE handbook gives you an idea of what your company handbook might look like and some of the policies you might need to include.*

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*An automatically  
updatable Table  
of Contents  
simplifies  
updates.*

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## 1 WELCOME TO SAMPLE COMPANY

*This handbook has been developed by Sample Company (the “Company”) in order to familiarize our employees with the company, with key policies and procedures, and with many of the benefits you can expect.*

***Policies are organized by subject and “life cycle” of employment, making information easily accessible.***

### 1.1 About Us

Welcome aboard! We are happy to have you as a new employee.

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### 1.2 Disclaimer and At-Will Statement

Welcome to Sample Company! Our hope is that your employment will be successful, enjoyable and fulfilling. Our goal in creating this handbook is to provide a written foundation that encourages, supports, and .....  
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### 1.3 Equal Employment Opportunity

At Sample Company, it is our policy to provide equal employment opportunities to all employees and applicants for employment based on qualifications, abilities and merit. Therefore, .....  
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### 1.4 Anti-Harassment Policy

It is the policy of the Company that harassment of employees or any other legally covered persons on the basis of race, color, religion, national origin .....  
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**1.5 Accommodations for Disabilities**

Sample Company is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices are .....

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**1.6 Religious Accommodations**

Sample Company encourages a diverse workforce and will make reasonable accommodations for an applicant's or an employee's sincerely held religious beliefs if the accommodation would resolve a conflict between the individual's sincerely held belief and .....

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## 2 GETTING STARTED

*We understand that getting established in a new role can sometimes be overwhelming. To make your transition as smooth as possible, this section outlines what you can expect as a new employee.*

### 2.1 Proof of Work Authorization

All offers of employment are contingent on verification of the candidate's legal right to work in the United States. U.S. Citizenship and Immigration Services require that the Company and new employees provide specific information .....

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*Each policy is individually numbered for quick reference.*

### 2.2 Employee Background and Reference Checks

To ensure that individuals who join Sample Company are well qualified and to ensure that we maintain a safe and productive work environment, it is our policy to .....

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### 2.3 Introductory Period for New Employees

Sample Company will monitor and evaluate your performance during the first 90 days of your employment to determine whether further employment in a specific position or with the Company is appropriate. At the same time, you have the opportunity .....

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*Several sections will follow that address key policies including compensation, time off, leaves of absence, benefits, workplace conduct rules, conflicts of interest, attendance, equipment use, safety and much more.*

*Your handbook should end with an acknowledgement form to be signed by your employee and stored in their personnel file.*