



**SAMPLE**  
**TABLE OF CONTENTS**

<b>Introduction</b>	<b>ii</b>
<b>Welcome from the CEO</b>	<b>ii</b>
<b>About This Handbook</b>	<b>iii</b>
<b>Table of Contents</b>	<b>iv</b>
<b>Section 1: Employment At Will and Legal Disclaimers</b>	<b>1</b>
<b>Section 2: About the Company</b>	<b>2</b>
History	2
Mission, Purpose, Values & Vision	2
<b>Section 3: Commitment to Ethics in the Workplace</b>	<b>3</b>
Code of Ethics	3
Conflicts of Interest	3
Non-Disclosure of Confidential Information	4
Reporting Potential Conflicts	5
Outside Employment and Self-Employment	6
Media Relations	8
Safety	9
Hiring of Relatives and Relationships in the Workplace	9
Gifts	10
Work Product Ownership	10
Fundraising	10
<b>Section 4: General Employment Provisions</b>	<b>11</b>
Open Door Policy	11
Orientation (Introductory) Period of Employment	11
Employment Categories	11
Overtime	11
Compensatory Time Policy	12
Payroll	12
Compensation	12
Expense Reimbursement Policy	13
Time Keeping	13

Violations of this Policy or Questions about this Policy	14
Access to Human Resource Files	14
Personnel Data Changes	15
Performance Appraisals	15
Attendance Policy	15
Work Hours	16
Flextime	16
Immigration Law Compliance	16
Dress Code and Grooming	16
Casual Fridays	17
Personal Hygiene	17
<b>Section 5: Facility Management, Safety &amp; Security</b>	<b>18</b>
Parking	18
Security	18
Threats, Acts of Violence, & Emergency Reporting Procedures	18
Personal Responsibility	18
Evacuation	19
Workplace	19
Reporting Work-Related Injuries and Illnesses	19
Assigned Equipment	19
Use of Personal or Rental Vehicles	20
Tobacco-Free Workplace	20
<b>Section 6: Employee Conduct &amp; Work Environment</b>	<b>21</b>
Rules of Conduct & Discipline	21
Prohibition and Deterrence of Workplace Violence	23
<b>Section 7: Drug-Free &amp; Alcohol-Free Workplace Policy</b>	<b>24</b>
Drug Free Workplace Requirements	24
<b>Section 8: Information Technology &amp; Social Media Policy</b>	<b>26</b>
Computer Use, Electronic and Telephone Communications	26
Email	26
Personal Calls/Emails	26
Smart Phone/Cell Phone Usage Policy	27
Internet Usage Policy	27
Email Usage Policy	28
Management's Right to Access Information via Email	30
Personal Use of E-Mail	30
Forbidden Content of E-Mail Communications	30
Social Media Policy	31
Social Media Guidelines	31
Using Social Media at Work	33
Retaliation Is Prohibited	33

Violations of This Information Technology & Social Media Policy	33
<b>Section 9: Annual Leave</b>	<b>34</b>
Paid Time Off Policy	34
Holiday Leave	35
Jury Duty and Court Appearances	35
Inclement Weather	35
Bereavement Leave	36
<b>Section 10: Employee Benefits</b>	<b>37</b>
Health Insurance Benefits	37
Affordable Care Act	37
<b>Section 11: Equal Employment &amp; Anti-Discrimination Policies</b>	<b>39</b>
Disability Policy	39
Health Insurance Portability & Accountability Act (HIPAA)	39
The Genetic Information Nondiscrimination Act of 2008 (GINA)	39
Reasonable Accommodations for Disabilities Due to Pregnancy Act	40
Discrimination	40
Unlawful Harassment	40
Retaliation	40
Reporting Discrimination and/or Harassment	41
Investigation of Discrimination and/or Harassment	41
Prompt & Remedial Action	41
Forms of Sexual Harassment	41
Hostile Environment	42
Maintaining Written Records	43
Workplace Bullying	43
<b>Section 12: Termination of Employment</b>	<b>45</b>
Employment at Will and Company Property	45
Resignation	45
Retirement	45
Job Abandonment	45
Final Paychecks	45
References	45
<b><i>Employment Handbook Acknowledgement Form</i></b>	<b>46</b>