WORK, ADVISED.
Practical HR. Principled advice.
workadvised.com · daniel@workadvised.com · 548-414-2011

Employee Handbook Essentials Checklist

What a handbook needs to actually hold up.

FOUNDATIONAL POLICIES

- [ ] Employment standards compliance statement
- [ ] Hours of work, overtime, and scheduling
- [ ] Vacation and statutory holidays
- [ ] Leaves of absence

CONDUCT & CULTURE

- [ ] Code of conduct
- [ ] Workplace harassment and violence prevention policy
- [ ] Anti-discrimination and accommodation policy
- [ ] Confidentiality and social media use

OPERATIONAL

- [ ] Health and safety responsibilities
- [ ] Progressive discipline framework
- [ ] Termination and resignation process
- [ ] Signed acknowledgment and receipt on file for every employee