[Company] Employee Handbook

A template from Free Employee Handbook Template, 55 policies, edition read 10 Nov 2026. Replace each [bracketed] item before use.

How to use this template

This template puts 55 of the 60 policies in the library at freeemployeehandbooktemplate.com into one employee handbook, in 8 parts. Replace every [bracketed] item, delete any policy that does not apply to your company, and add the state or country rules that each policy page says differ. Delete this section before you publish the handbook.

It is general information, not legal advice. Each policy page at https://freeemployeehandbooktemplate.com/policies/ lists the US and UK legal floor with the statute or regulator page, and names the parts a lawyer should review. A UK employer starts from the UK staff handbook page, https://freeemployeehandbooktemplate.com/handbook/uk/.

The library has 5 more policies that usually wait until about 500 people: Time off in lieu policy (comp time), Unpaid leave and sabbatical policy, Dress code policy, Employee referral policy, Visitor policy. Each has its own template at https://freeemployeehandbooktemplate.com/policies/.

Edition read 10 Nov 2026. Free to use and adapt, with no sign-up.

Welcome to [Company]

This handbook explains how [Company] works and what we expect of each other. It applies to every employee of [Company] and its [legal entities], wherever they work. Where a law, your employment contract or a collective agreement gives you more than this handbook, that applies instead.

About this handbook

This edition is dated [date] and replaces every earlier version. [Company] may change a policy with [number] days notice and will announce each change in [channel]. The current version is kept in [HR system]. Questions about any policy go to [HR contact].

[US version: This handbook is not a contract of employment and does not change the at-will status of employment where it applies. UK version: This handbook is not part of your contract of employment unless your contract says so; your written statement of particulars sets out your terms.]

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Part 1. Leave

Bereavement leave policy

Purpose

This policy explains the paid time off [Company] gives to employees after the death of a family member or close person. We expect managers to say yes quickly and to ask for details later, if at all.

Who this covers

All employees of [Company], from their first day.

Paid days

Employees receive [number] paid days after the death of a spouse, partner, child, parent or sibling, and [number] paid days for a grandparent, in-law, grandchild or other relative. Days do not need to be consecutive and can be used within [number] days of the death. Days are counted as scheduled working days, and a part-time employee receives pay for the hours they would have worked.

Travel and arrangements

Employees who must travel more than [number] miles may request up to [number] additional unpaid days, or may use PTO.

Close friends and others

Employees may use up to [number] days of PTO or unpaid leave for the death of someone not listed above, with manager approval.

How to request

Tell your manager as soon as you can. We may ask for basic information such as the date and relationship, and will not ask for a death certificate unless the law of your state allows it.

Support

Ask HR about our employee assistance program and counseling benefits. Your manager will arrange cover so that you do not need to work while you are away. HR will also help with transferring work and with notifying clients, so that nothing lands on the employee during leave.

Extra time

If you need more time than this policy provides, talk to HR about PTO, unpaid leave or other protected leave. Leave for the death of a pet or other loss is not covered here but you can use PTO.

Domestic violence leave policy

Purpose

This policy explains the support and leave [Company] gives employees affected by domestic violence, abuse or stalking. We want any employee in this situation to know that help is available and that asking will not harm their job.

Who this covers

All employees, and it applies whether the abuse involves a partner, family member or household member.

Leave

Employees may take up to [number] days a year, [paid / unpaid], to get medical care, counseling, legal help, relocate or arrange safety. Leave may be taken in full or part days. Leave under this policy is in addition to sick leave and PTO and runs at the same time as any legally protected leave.

How to ask

Tell your manager or HR when you can. Where it is not possible to give notice in advance, tell us as soon as you can afterwards.

Documentation

We ask for documentation only where the law allows, and accept a statement from a counselor, advocate or court record. You do not have to give details.

Safety at work

We will work with you on safety, for example changing your schedule, phone number, email, work location or parking, and limiting who has your details.

Confidentiality

Information you share is kept confidential and shared only on a need-to-know basis, unless the law requires otherwise or you agree. Records of requests are kept apart from your personnel file.

No retaliation

No one will be disciplined or treated unfavorably for asking for help or using leave under this policy. Managers receive training on how to respond and where to send the employee for support.

Family and medical leave policy (FMLA)

Purpose

This policy explains family and medical leave under the Family and Medical Leave Act (FMLA) at [Company]. This policy is a summary. The law and the Department of Labor's rules control if they differ.

Who is eligible

You are eligible if you have worked for [Company] for at least 12 months, worked at least 1,250 hours in the 12 months before leave starts, and work at a site with 50 or more employees within 75 miles.

Reasons for leave

Up to 12 workweeks in a 12-month period for the birth or placement of a child, your own serious health condition, care of a spouse, child or parent with a serious health condition, or a qualifying exigency tied to military service. Up to 26 workweeks are available to care for a covered service member.

The 12-month period

[Company] measures the 12 months as [a rolling period measured backward / the calendar year / a fixed leave year starting on date].

How to ask

Give 30 days notice when the need is foreseeable, otherwise as soon as you can. HR will tell you within five business days whether leave is FMLA-qualifying and what certification we need. You do not need to say the word FMLA. If you tell us you need time for a reason that may qualify, we will start the process.

Pay and benefits

FMLA leave is unpaid, but we require you to use accrued paid leave at the same time, as the law allows. Health benefits continue on the usual terms.

Returning to work

When leave ends, you return to your job or an equivalent one, subject to the law. We may ask for a fitness-for-duty certification before you return from leave for your own condition.

Records

Medical certifications are kept confidential and separate from personnel files. Employees may take leave in one block, intermittently or on a reduced schedule when medically necessary, and HR will explain how that is counted.

Holiday policy

Purpose

This policy lists the paid holidays [Company] observes and explains how holiday pay works. The list is published each December for the next calendar year.

Who this covers

All regular employees. Part-time employees receive holiday pay in proportion to scheduled hours. Temporary workers and contractors are not covered.

Company holidays

[Company] observes: New Year's Day, [Martin Luther King Jr. Day], [Memorial Day], Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. [Add or remove days.] The list for the next year is posted in [location] each [month].

Holidays on a weekend

If a holiday falls on a Saturday, we observe it on the Friday before. If it falls on a Sunday, we observe it on the Monday after. Employees in locations that observe the holiday on other dates will follow the local calendar.

Floating holidays

Employees receive [number] floating holidays each year for religious, cultural or personal observance. Floating holidays must be used in the calendar year and are not paid out.

Working on a holiday

Employees who are required to work on a holiday receive [pay at 1.5 times / a substitute day off]. Non-exempt employees are paid for hours worked as the law requires. Staff who are on call are paid under the on-call policy.

Eligibility

To be paid for a holiday, an employee must work their last scheduled day before it and their first scheduled day after it, unless on approved leave. New hires are eligible from their first day.

Religious observance

If your faith requires time off on a day not listed, tell your manager. We will try to accommodate you unless it causes undue hardship.

Jury duty policy

Purpose

This policy explains how [Company] supports employees who are called for jury service. Jury service is a civic duty and we treat it as protected time away.

Who this covers

All employees of [Company]. Employees are not penalized for serving. The policy covers state, federal and local court service, including grand juries.

Notice

Show your manager the summons as soon as you receive it. If the date is a problem, HR can help you request a postponement or an excusal from the court, but we do not ask you to avoid service. If you are called for standby, check in with your manager each evening about the next day.

Pay

[Company] pays regular base pay for up to [number] days of jury service. After that, service is unpaid. You keep any juror fee the court pays you. / Jury service is unpaid; you may use PTO. Part-time employees are paid for the hours they would have worked that day. HR processes the pay in the usual cycle.

Working around service

If you are released early or not selected for a day, tell your manager and return to work if there are at least [number] hours left in your shift. Remote employees are not expected to work during court hours.

Documentation

Give HR a certificate of attendance from the court so that we can record the days. Employees may keep any mileage or parking payment the court provides.

Benefits and job protection

Benefits and seniority continue during service. You return to the same job or an equivalent one.

Extended service

If service is likely to exceed [number] weeks, HR will meet you to plan cover.

Military leave policy

Purpose

This policy explains leave and reemployment rights for employees who serve in the uniformed services. Service members and their families have enough to manage without worrying about their jobs.

Who this covers

All employees who serve in the National Guard, the Reserves or any branch of the uniformed services, for training or active duty.

Notice

Give your manager advance notice of upcoming service, written or verbal, as soon as you receive orders. If notice is not possible, you will not be penalized. Notice can be given to HR if your manager is not available, and HR will confirm the leave dates in writing.

Leave and pay

Military leave is unpaid. [Company] will [pay the difference between your military pay and base pay for up to [number] days a year / not top up pay]. You may choose to use PTO during service. Short periods of service, such as weekend drills, are scheduled with your manager so that coverage is arranged.

Benefits

You are treated as on leave of absence during service. Health coverage may continue at employee cost for up to [number] months; ask HR about continuation rights.

Returning to work

Report back or apply for reemployment within the time the law allows, which depends on the length of your service. You return to the position you would have held had you not been away, or a comparable one.

Documentation

Give HR a copy of your orders and your discharge or release papers if requested for reemployment. We keep service records confidential and do not use them for any other purpose.

No retaliation

No one is penalized for taking military leave or for asking about it.

Parental leave policy

Purpose

This policy explains the leave [Company] gives employees to bond with a new child by birth, adoption or foster placement. We want parents to take their leave, so the policy is meant to be simple and the same for everyone.

Who this covers

Employees who have worked at [Company] for at least [number] months. Parental leave applies equally to all parents, whatever their gender or how the child joins the family.

Paid parental leave

Eligible employees receive [number] weeks of leave at [number]% of base pay. Birth parents may also receive [number] weeks of paid recovery time, under the disability or sick leave policy.

Timing

Leave must start within [number] months of the birth or placement and may be taken in one block or in blocks of at least [number] weeks. Tell HR at least [number] days ahead, or as soon as you can if the date changes. If your baby arrives early or a placement date changes, your leave dates can change with it.

Relationship to legal leave

Parental leave runs at the same time as any leave the law gives you, including FMLA and state paid family leave. State paid family leave benefits are paid by the state and may be topped up by [Company].

Benefits during leave

Health benefits continue on the same terms as for active employees. Accrual of PTO during leave is [continues / pauses].

Returning to work

You will return to your job or an equivalent one. Talk to your manager about a phased return, flexible hours and lactation arrangements. Employees who return are not expected to repay pay received during leave unless the clawback clause in your agreement says so.

Fairness

Pregnancy and parenthood are never a reason for less favorable treatment in pay, promotion or assignments. Questions or complaints go to [HR contact], and we investigate promptly.

PTO policy

Purpose

This policy explains how [Company] employees earn, request and use paid time off (PTO). The goal is to give people real rest, keep coverage predictable and apply one rule to everyone.

Who this covers

All regular full-time and part-time employees of [Company] who work [number] or more hours a week. Contractors and temporary workers are not covered.

How PTO is earned

Full-time employees earn [number] hours of PTO each pay period, which is [number] days a year. Part-time employees earn PTO in proportion to scheduled hours. New employees may use earned PTO after [number] days of employment.

Requesting and approving time off

Submit requests in [HR system] at least [number] days ahead for absences of three days or more. Managers reply within [number] business days. Approval depends on team coverage, and requests are generally granted in the order received. Employees should not book non-refundable travel before approval. Holiday blackout dates, if any, are listed in [location].

Carryover and caps

Unused PTO up to [number] hours carries into the next year. Balances above that are lost on [date]. Accrual stops when a balance reaches [number] hours.

Unplanned absences

If you are ill or have an emergency, tell your manager as soon as you can. Illness is handled under the sick leave policy. Unplanned days off may be charged to PTO if sick leave does not apply. Repeated unplanned absences may be discussed with you, but this policy is not used to discipline protected absences.

Pay at termination

Accrued, unused PTO is [paid out / not paid out] when employment ends, as required by the law of the state where you work.

Changes

[Company] may change this policy with [number] days notice. Where state or local law gives you more, the law applies. Questions about your balance go to [HR contact]. Balances are shown in [HR system] after each pay run.

Sick leave policy

Purpose

This policy explains how [Company] employees take paid time off for their own illness or injury or to care for a family member. It is meant to keep people from coming to work ill and to treat every absence the same way.

Who this covers

All employees of [Company]. Where a state or city law gives a longer or broader right, that law applies to staff in that place.

Paid sick time

Employees earn [number] hours of paid sick time for every [number] hours worked, up to [number] hours a year. Unused time carries over up to [number] hours. New employees begin to earn sick time on their first day, and may use it after [number] days if the law of your state allows a waiting period.

What sick time covers

Your own illness, injury or medical appointment, care of a family member, and other reasons listed in the law of the state where you work.

Reporting an absence

Tell your manager as early as you can, and before your shift where possible, by [phone / message]. For absences that are foreseeable, give [number] days notice. If you cannot reach your manager, contact [HR contact]. Remote employees should also update their calendar.

Medical notes

We ask for a note from a health care provider after [number] consecutive days of absence, unless the law of your state says otherwise. We do not ask for details of your diagnosis.

Long absences

If you expect to be off for longer than [number] days, tell HR. You may qualify for family and medical leave or other protected leave, and HR will explain your options. Accommodation requests under disability law are handled by HR in a separate conversation.

Privacy and fairness

Medical information is kept confidential and separate from your personnel file. No one is penalized for using sick time the law protects.

Voting leave policy

Purpose

This policy explains how [Company] supports employees who want to vote in elections. Our aim is that every employee can vote without losing pay or being pressured.

Who this covers

All employees who are registered to vote.

Time off to vote

If your work schedule does not leave enough time to vote outside working hours, you may take up to [number] hours of paid time off. Where state law gives more, the law applies. Time off applies to federal, state and local elections, primaries and special elections.

How to ask

Tell your manager at least [number] days before election day so that coverage can be planned. We encourage staff to use early voting or mail ballots where available.

Scheduling

Managers may set the hours of leave, for example at the start or end of a shift, to keep the team covered, within what the law allows. Where polls are open for several hours before or after your shift, you may not need extra time.

Proof

We do not require proof that you voted unless the law of your state allows us to ask. Nothing in this policy stops you from voting by mail or early where your state offers it, and we will not ask you to choose between your job and your vote. If a shift pattern makes voting hard, talk to your manager early.

No pressure

No manager may ask how you voted, discourage you from voting, or penalize you for taking time to vote. Report any concern to [HR contact].

Remote and multi-state staff

Rules follow the state where you work or are registered, whichever gives you more time, and HR can explain how this applies to you.

Part 2. Working time

Attendance policy

Purpose

This policy explains when [Company] expects you to be at work and what to do when you cannot be. It aims to treat everyone the same way.

Who this covers

All employees of [Company], including part-time and temporary staff. Contractors follow their agreement.

Scheduled hours

You are expected to be ready to work at the start of your scheduled shift. Your manager will tell you your schedule. Changes need your manager's approval before the shift. Part-time and shift staff follow the schedule they are given. If you are required to stay beyond your shift, your manager will tell you before the shift ends.

Reporting an absence or late arrival

Tell your manager by [method, for example phone or text] at least [number] hours before your shift starts. If you cannot give notice, tell us as soon as you can. Do not report through a coworker.

Absences that are not counted

Approved leave, protected leave, jury duty, and absences that are an approved accommodation do not count against you. Leave protected by law is never used to start the steps below.

Unexcused absence and lateness

Missing a shift without notice, or repeated lateness, may lead to a conversation, a written warning, and then further action. Your manager will look at the reason, your history, and any protected reason before acting. We use [a points system / manager discussion]. Before any written step, your manager will ask what happened and whether the absence is connected to a medical condition, family leave or another protected reason. Steps are recorded and you can respond in writing. Lateness is measured against your scheduled start time, with a grace period of [number] minutes.

Return and records

After an absence of [number] days, tell your manager before you return. [Company] keeps attendance records and treats them as confidential. If you are absent for [number] or more days for health reasons, we may ask for a note from a health care provider, and we will explain what we need and why.

Questions

Ask [People team contact] if you are unsure whether an absence is covered.

Flexible working policy

Purpose

This policy explains how to ask for a change to when, where or how long you work at [Company], and how requests are decided.

Who this covers

All employees. [UK employees can also use the statutory process, set out in the UK note.]

What you can ask for

You can ask to change your hours, your start and finish times, your days, or your work location. You can ask for a temporary or permanent change. Examples include compressed weeks, job sharing, part-time hours, flexible start times, and working at home on some days. You may ask for more than one change in the same request.

How to ask

Send your manager and [People team contact] a written request that says what you want, the date you want it to begin, and how it could work for your team. You can make [two] requests in a 12 month period.

How we decide

We will meet with you, consider the effect on the team, customers and costs, and look at alternatives. We will give you a decision in writing within [number] days. We may agree to part of what you ask for or suggest a different option. We will only refuse for a business reason that we explain to you in writing. Possible reasons include extra cost, effect on customer demand, and difficulty reorganizing work.

Appeals

If we say no, you can appeal to [role] within [number] days.

Trial periods and review

We may agree a trial of [number] weeks. Any agreed change is confirmed in writing and reviewed at [period].

Accommodation

If you need a change because of a disability or a medical condition, tell us. That is handled separately and is not limited by the number of requests. You do not need to use the words flexible working. Tell your manager or [People team contact] and we will begin the accommodation process.

Hybrid work policy

Purpose

This policy sets out how hybrid work operates at [Company] so that teams can plan and employees are treated consistently.

Who this covers

Employees in roles designated as hybrid. On-site and fully remote roles are covered by their own arrangement.

Office days

Hybrid employees work on site [number] days a week. [Team-wide anchor days are [days].] Your manager confirms your schedule in writing. Days on site are for work that benefits from being together, such as planning, onboarding and reviews. Managers should tell their teams the reason for the anchor days.

Home days

On home days you work your normal hours, are reachable, and record your time as usual. Keep a safe and private workspace. You may be asked to attend the office on a home day for a customer or for a critical meeting. We will give notice where we can. Home days do not reduce your leave entitlement or your pay.

Changing your pattern

Ask your manager if you need to change your pattern for a week. Permanent changes need approval from [role]. Managers may ask you to come in for [reasons], with [number] days' notice. If you want to swap days regularly, make a request to your manager, and for a permanent change, use the flexible working policy.

Equipment and expenses

[Company] provides [equipment]. You are responsible for [costs]. A desk in the office is [assigned / booked in advance].

Fairness and review

[Company] reviews hybrid patterns every [period]. Decisions are based on role needs, not on preference or visibility. Employees who work different patterns have the same access to promotion, training and projects. Managers are trained on this.

Questions

Contact [People team contact].

Meal and rest break policy

Purpose

This policy explains meal and rest breaks at [Company] and when break time is paid.

Who this covers

All employees. Where state or local law gives a longer or earlier break, that law applies.

Meal periods

If you work more than [number] hours in a day, you receive an unpaid meal period of at least [30] minutes. You must be fully relieved of duty and free to leave your work area. If you are asked to work during a meal period, tell your manager so it can be paid. Meal periods start no later than [number] hours into a shift. Employees on a shift of [number] hours or less may not be offered a meal period. Anyone may use their meal period to leave the site.

Rest breaks

You receive a paid rest break of [10] minutes for every [4] hours worked. Rest breaks of up to 20 minutes are paid time. Do not combine them with a meal period or use them to start late or leave early. Rest breaks are taken as close to the middle of each work period as practical. Workers in a state with its own rules receive whichever break is longer or earlier.

Scheduling breaks

Managers schedule breaks so work is covered. If your break is missed or cut short, tell your manager the same day. Managers must not ask an employee to skip a break to finish a task, and must not discourage anyone from taking one. Employees working alone should arrange cover with their manager in advance.

Recording

If you work in a role that is clocked, clock out and in for meal periods. Do not clock out if you are still working.

Missed or interrupted breaks

[Company] will [pay for the time / provide the break later / pay any premium that state law requires] and will not discipline you for reporting a missed break.

Questions

Ask [People team contact].

Overtime policy

Purpose

This policy explains how overtime is approved, recorded and paid at [Company].

Who this covers

Overtime rules apply to employees classified as non-exempt. Employees classified as exempt are not paid overtime. Your offer letter states which applies to you.

What counts as overtime

For non-exempt staff, hours worked above 40 in a workweek are overtime. [Add any daily overtime that your state requires.] Paid leave [does / does not] count toward the 40. The workweek is fixed and does not move to avoid overtime. Hours are not averaged across two weeks.

Approval

Get your manager's approval before working overtime, except in an emergency, when you should tell your manager as soon as you can. [Company] may set an overtime limit for each team. Managers approve overtime in writing or through [system]. They should check budget, whether the work can wait, and whether another team member has capacity before approving it. Employees should not be pressed to work extra hours unrecorded.

Pay rate

Overtime is paid at [one and one half times] your regular rate of pay, as required by law. [Describe any rate above the legal minimum.] Overtime is paid in the pay period in which it is earned, or in the next one. Bonuses and other pay that are part of the regular rate are included in the calculation.

Unapproved overtime

If you work overtime without approval, you will still be paid for it. Doing so repeatedly may lead to a conversation under the attendance or conduct policies.

Recording

Record all time worked, including time before and after your shift, in [timekeeping system]. Do not work off the clock.

Questions

Ask [People team contact] if you are unsure whether you are eligible.

Remote work policy

Purpose

This policy explains when and how employees at [Company] may work from somewhere other than a company site.

Who this covers

Employees in roles that [Company] has designated as remote eligible, with their manager's approval. Some roles must be on site, and the reason is explained in the job description.

Approval and location

Remote work needs written approval from your manager and [role]. You must work from the location in your approval. Tell [People team contact] before you work from another state or country, because it can change tax and legal obligations. We review each request against the role, performance and business needs, and we explain any refusal. Remote work is not a right and does not change your pay grade unless stated.

Hours and availability

Your schedule stays the same unless approved otherwise. You must be reachable during [core hours]. Non-exempt employees must record all time worked and may not work off the clock. You may not take on other work during your scheduled hours. Tell your manager if your internet or power fails, so your time is recorded correctly.

Equipment and expenses

[Company] provides [equipment list]. You provide a safe, private workspace and internet connection. [State what the company reimburses, if anything.] Return all company equipment within [number] days of the end of your employment or of your remote arrangement. Repairs to company equipment go through [IT contact].

Security and confidentiality

Use company devices and approved tools. Keep confidential information private from others in your home and report lost devices at once.

Ending or changing remote work

[Company] may change or end remote work for business reasons with [number] days' notice. Employees may ask for reasonable accommodation at any time.

Questions

Contact [People team contact].

Timekeeping policy

Purpose

This policy explains how time worked is recorded at [Company] so that pay is accurate.

Who this covers

All non-exempt employees record their time. Exempt employees record [absences / nothing / time by project].

Recording time

Record your start time, end time and meal periods each day in [timekeeping system]. Record the time when you actually start and stop working, not your scheduled time. If you forget to clock in or out, tell your manager the same day. Time recorded on a mobile device must be done while you are working, not afterward from memory.

What counts as time worked

Time spent working counts, including work before or after your shift, work from home, and work you were not asked to do but did. Tell your manager if you worked extra time. Training, required meetings, travel between job sites, and short rest breaks are time worked. Unpaid meal periods are not, if you are fully relieved of duty.

Rounding

[Company] [does not round / rounds to the nearest [number] minutes in a way that is neutral over time]. Early clock-ins are not paid unless you worked.

Approval and corrections

Review your time before [day] each pay period and submit it. If something is wrong, tell your manager, who will correct it and note why. Do not edit another person's time. We keep a record of every change and who made it. You can see your own time records on request. Managers approve timesheets only after checking them against the schedule.

Falsification

Recording time you did not work, or asking someone to clock for you, is a serious conduct issue. Reporting a mistake in your own time is not falsification and will not lead to discipline.

Questions

If you were not paid for all your time, tell [People team contact]. You will not be penalized for raising it.

Working hours policy

Purpose

This policy sets out the working hours at [Company] so that pay, overtime and scheduling are handled the same way for everyone.

Who this covers

All employees. Where a contract, offer letter or collective agreement sets different hours, that document applies.

The workweek

Our workweek runs from [day and time] to [day and time]. Standard hours are [number] a week, usually [start time] to [end time], [days]. Meal periods of [number] minutes are not counted as working time, if you are fully relieved of duty. Part-time employees have the hours in their offer letter.

Core hours

Everyone is expected to be available between [time] and [time] on working days unless a manager agrees otherwise. Core hours do not apply to shift roles. Teams that serve customers set cover rules, which your manager will share, so that someone is always available.

Changing hours

Ask your manager before changing your start time, end time or days. Changes that are permanent need written approval from [role]. We aim to answer requests in [number] working days. If we cannot agree to a change, we will tell you why and you can talk to [People team contact]. Short term swaps with colleagues need your manager's agreement and must not take either person over their weekly limits.

Hours beyond the standard week

Do not work beyond your scheduled hours without your manager's approval. Any time worked is recorded and paid or recognized under the overtime policy, whether or not it was approved. Managers must not ask for unrecorded work, such as emails after hours, from non-exempt employees.

Records

Record all hours worked as set out in the timekeeping policy.

Questions

Raise concerns with your manager or [People team contact].

Part 3. Conduct

Anti-harassment policy

Purpose

[Company] will not tolerate harassment of any kind. This policy explains what it is, how to report it and what we will do.

Who this covers

Employees, applicants, contractors, interns and anyone who works with us, including customers and suppliers who deal with our staff. It applies at work, at work events, online and in work-related travel.

What harassment is

Unwelcome conduct based on race, color, religion, sex (including sexual orientation, gender identity and pregnancy), national origin, age, disability, genetic information or any other characteristic protected by law. It includes unwelcome sexual advances, jokes, slurs, offensive images, messages and threats, and conduct that creates an intimidating or hostile environment. One serious incident can be enough.

How to report

Tell your manager, [People contact], [alternative contact] or use [anonymous channel]. You may report in person, by email or by phone. Managers who hear of a concern must pass it to [People contact] within [number] working days.

What we will do

We will acknowledge the report within [number] working days, keep it as confidential as we can, interview the people involved, and decide the outcome in writing. We may take interim steps, such as changing reporting lines, while we investigate.

No retaliation

No one will be punished for reporting in good faith or for helping an investigation. Retaliation is itself a breach of this policy.

Outcomes

Where we find a breach, we will take action under the disciplinary policy, up to and including dismissal. You may also contact the EEOC, a state agency or, in the UK, Acas or an employment tribunal.

Training and review

Everyone receives training on this policy when they join and every [number] months after that. Managers receive extra training on how to receive a report and what to do next. [People contact] reviews the policy each year, looks at the number and type of reports received, and tells leadership what has changed as a result.

Code of conduct

Purpose

This code sets out how we expect everyone at [Company] to behave. It applies alongside our other policies and does not replace them.

Who this covers

All employees, contractors, interns and temporary workers, in the office, working remotely, at events and in work-related online channels.

Respect for others

Treat colleagues, customers and suppliers with courtesy. Do not bully, harass or discriminate. See the anti-harassment policy for how to report concerns.

Honesty and integrity

Be accurate in records, expense claims and statements about the company. Do not take or give gifts or favors that could influence a business decision. Disclose any conflict of interest as set out in that policy.

Company property and information

Use equipment, systems and funds for company purposes, with limited personal use of [describe permitted personal use]. Keep confidential information confidential. Nothing in this code stops you from discussing your pay, hours or working conditions with colleagues or from reporting unlawful conduct to a government agency.

Health and safety

Follow safety rules and report accidents, near misses and unsafe conditions to [role] straight away. Do not work under the influence of alcohol or illegal drugs.

Raising concerns

Tell your manager, [People contact] or [reporting line] if you see conduct that breaks this code. We do not tolerate retaliation against anyone who raises a concern in good faith.

Breaches

A breach may lead to action under the disciplinary policy, up to and including dismissal. Serious breaches may be reported to the authorities. Managers' responsibilities: Managers set the example. They must explain this code to new starters, deal with concerns promptly and fairly, keep notes of what was said and done, and ask [People contact] for help before acting on a serious breach. A manager who ignores a known breach, or who punishes someone for raising one, is breaking this code too. Review: [People contact] reviews this code each year and tells staff about any change.

Conflict of interest policy

Purpose

This policy helps [Company] and its people avoid situations where personal interests could influence, or appear to influence, business decisions.

Who this covers

All employees, officers and contractors. Managers and anyone who selects suppliers, hires, or approves spend have additional duties.

What is a conflict

A conflict arises when a personal, family or financial interest could affect your judgment or loyalty to the company. Examples: owning part of a supplier or competitor, employing or supervising a relative, outside work for a customer, or accepting a significant gift.

Gifts and hospitality

Do not accept gifts or hospitality worth more than [amount] without approval from [role]. Never accept cash. Do not offer anything to improve a business outcome.

Outside work and roles

Tell [People contact] before taking outside employment, a board seat or a business interest that overlaps with ours or takes time from your job.

Disclosure

Disclose in writing as soon as you become aware of a possible conflict, and at least once a year through [annual declaration]. If unsure, disclose.

How decisions are made

[Role] will review each disclosure, may ask for more detail, and will decide whether to approve it, apply conditions such as stepping out of a decision, or require the interest to end. You will be told in writing.

Breaches

Failing to disclose, or acting despite a conflict, may lead to action under the disciplinary policy. Examples that need approval: These need approval before you proceed: hiring or managing a relative, awarding a contract to a company you or a relative own, serving on the board of a supplier or competitor, and investing in a business that deals with us beyond [percent] of its value. Where approval is given, it is recorded and reviewed each [year].

Disciplinary policy

Purpose

This policy explains how [Company] deals with misconduct and poor performance fairly and consistently.

Who this covers

All employees. It does not form part of any contract of employment [and does not change at-will status, where this applies].

Informal steps

Minor issues are usually handled by a manager in a conversation, which is noted. Where behavior does not improve, formal steps follow.

Investigation

[People contact] will appoint someone to look into the facts. They gather statements and documents, and the employee is told what the concern is. Suspension, if used, is on full pay and is not a penalty.

Hearing

The employee is given written notice of the allegation and the evidence at least [number] working days before a hearing. They may bring [a colleague or representative] and may answer and present evidence.

Outcomes

Outcomes may be no action, a first written warning, a final written warning, or dismissal. Gross misconduct, such as theft, violence or serious harassment, may lead to dismissal without prior warnings. The decision is confirmed in writing with reasons.

Appeal

The employee may appeal in writing within [number] working days to [senior manager] who was not involved. The appeal decision is final.

Records

Warnings stay on file for [number] months. Records are kept confidential and used only for HR purposes. Support and fairness: Everyone involved is treated with respect and told what to expect at each step. The employee will be told of any support available, such as [employee assistance program]. Managers must not decide the outcome before the hearing, and the same standards apply to every employee whatever their role or length of service. Questions about this policy go to [People contact].

Drug and alcohol policy

Purpose

This policy keeps [Company] safe by setting rules on drugs and alcohol at work, and explains the support we offer.

Who this covers

All employees and contractors, on our premises, in company vehicles, at client sites, when working remotely and at work events.

What is not allowed

You must not use, possess, sell or be under the influence of illegal drugs, or misuse prescription drugs, while working or on company premises. You must not be under the influence of alcohol at work. Alcohol at approved events is allowed in moderation: [describe].

Prescribed medication

If a prescribed medicine may affect your safety or performance, tell [People contact] or your manager. We will discuss reasonable adjustments in confidence.

Testing

We may test [pre-employment, after an accident, on reasonable suspicion, random for safety-sensitive roles, as law requires]. Testing is carried out by [provider] and results are kept confidential.

Help and support

If you think you have a dependency, you can ask for help without it affecting your job. We offer [employee assistance program or time off for treatment].

Breaches

A breach may lead to action under the disciplinary policy, up to and including dismissal. Refusing a test without good reason may be treated as a breach.

Federal contractors

[Delete if not a federal contractor.] We maintain a drug-free workplace and employees must report any drug-related conviction in the workplace within [five] days. Safety-sensitive roles and driving: Some roles carry higher safety risks, including [list roles such as drivers and machine operators]. People in these roles must not have any alcohol or drugs in their system while on duty. If you are unfit for work, a manager may send you home safely, arrange transport and speak to you the next working day.

Equal employment opportunity policy

Purpose

[Company] is an equal opportunity employer. We decide on hiring, pay, promotion, training, discipline and dismissal on the basis of ability and merit.

Who this covers

Applicants and employees at every level, in every location, and the people who make decisions about them.

Protected characteristics

We do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, genetic information, veteran status or any other characteristic protected by law [add local protected categories].

Reasonable accommodation

We provide reasonable accommodation for a disability or a sincerely held religious belief or practice unless it would cause undue hardship. Ask [People contact] to start a conversation about what you need.

Hiring and promotion

Job descriptions, interview questions and selection criteria will relate to the job. Managers keep written notes on how decisions were reached.

Raising a concern

If you believe you have been treated unfairly, tell your manager or [People contact]. We will look into it promptly.

No retaliation

No one will be penalized for raising a concern in good faith or for helping an investigation.

Review

[People contact] reviews this policy each year and reports on it to [leadership]. Pay and benefits: We review pay, bonus and promotion data each [year] for unexplained gaps between groups and act on what we find. Benefits are offered on the same terms to everyone in the same role. Training on this policy is given to all managers when they join and every [number] months afterwards. Managers must not ask applicants about protected characteristics, family plans or earlier pay where the law forbids it.

Grievance policy

Purpose

This policy gives employees a fair way to raise a complaint about their work, working conditions or treatment, and to get a written response.

Who this covers

All employees. Complaints about harassment or discrimination may also be raised under the anti-harassment policy.

Raise it informally

Where you can, talk to your manager first. If that does not work or your manager is involved, go to [People contact].

Put it in writing

To start the formal process, send a short written statement to [People contact] setting out the complaint and what outcome you want.

Meeting

We will invite you to a meeting within [number] working days. You may bring [a colleague or representative]. The meeting will be led by someone not involved in the complaint.

Decision

We will confirm the decision in writing within [number] working days of the meeting, with reasons and any action we will take. If we need longer, we will tell you why.

Appeal

If you are not satisfied, you may appeal in writing within [number] working days to [senior manager], who will hear it and give a final decision.

No retaliation

No one will be treated badly for raising a grievance in good faith. Confidentiality will be kept so far as possible. Time limits and support: We aim to finish a grievance within [number] working days of receiving it and will keep you updated if it takes longer. You can ask for reasonable adjustments to the process, for example if you have a disability. Help is available from [employee assistance program]. Grievances about pay or performance ratings may be handled by [People contact] together with your manager's manager.

Whistleblowing policy

Purpose

[Company] wants to hear about wrongdoing early. This policy explains how to report a concern and how we protect those who do.

Who this covers

Employees, contractors, interns, volunteers and agency workers.

What to report

Criminal acts, fraud, bribery, breaches of law, danger to health and safety or the environment, sexual harassment, accounting or audit irregularities, and the concealment of any of these.

How to report

Tell your manager, [People contact], or [compliance officer]. You may also use [hotline or anonymous channel]. Give as much detail as you can: what happened, when, who was involved and any evidence.

What happens next

We will acknowledge your report within [number] working days, decide who will look into it and keep you informed of progress where we can. We will tell you when it is closed, though we may not be able to share details.

Protection from retaliation

No one will be dismissed, demoted, threatened or treated unfairly for making a report in good faith. Anyone who retaliates faces disciplinary action.

Confidentiality

We will protect your identity as far as possible. We cannot promise it in every case, for example where law requires disclosure.

Outside bodies

This policy does not stop you from reporting to a government agency or regulator at any time, and nothing in a confidentiality agreement limits that. Good faith and false reports: You do not need proof, only a reasonable belief that what you report is true. Reports made in good faith are protected even if they turn out to be mistaken. Knowingly false or malicious reports are a breach of this policy and may lead to disciplinary action. [Compliance officer] keeps a record of every report and its outcome, and reports to [board or leadership] each [quarter].

Workplace relationships policy

Purpose

This policy protects fairness at work while respecting your private life. It explains when a personal relationship must be disclosed.

Who this covers

All employees, contractors and managers.

Relationships we mean

Romantic or sexual relationships, and close personal relationships such as those with family members or cohabiting partners, between people who work for or with [Company].

When to disclose

You must tell [People contact] in confidence if you are in a relationship with someone who is in your reporting line, has influence over your pay, performance review or promotion, or has access to your confidential data. Disclose promptly.

What we will do

We will discuss options such as changing reporting lines, moving one person to another team or removing one from decisions. We will do this fairly and will not dismiss anyone for a consensual relationship alone.

Conduct at work

Keep behavior professional. Public displays of affection, personal messages that disturb others and the use of company resources for personal matters are not appropriate.

Unwelcome conduct

Any unwelcome advance or conduct is harassment, whatever the history between the people. Report it under the anti-harassment policy.

Breaches

Failing to disclose a relationship that creates a conflict may lead to action under the disciplinary policy. Confidentiality and ending a relationship: Disclosures are kept confidential and shared only with those who need to act. If a relationship ends, tell [People contact] if you need changes to working arrangements. Do not retaliate against, pressure or contact a former partner in ways that cause distress. We will treat any complaint seriously and fairly. Managers who learn of a relationship must keep it confidential and pass it to [People contact] within [number] working days.

Part 4. Health and safety

Accident and incident reporting policy

Purpose

This policy makes sure every workplace injury, illness, near miss and dangerous event is reported, looked into and used to prevent a repeat.

Who this covers

All employees, contractors and visitors injured or involved in an event at a [Company] site, in a company vehicle or on company business.

What to report

Any injury or illness connected to work, however small; any near miss; damage to property; and any unsafe condition that nearly caused harm.

How and when to report

Get first aid or call [emergency number]. Tell your manager immediately and complete the form at [link] within [24 hours]. If you cannot, your manager completes it.

Manager actions

Secure the area, make sure the person is cared for, notify [safety owner] within [one hour] for serious events, and do not move evidence unless it creates danger.

Investigation

[Safety owner] investigates each event within [five] business days, finds root causes, and lists corrective actions with owners and due dates. The goal is to fix causes, not assign blame.

External reporting and records

[Safety owner] decides whether the event must be reported to OSHA, workers' compensation or any other authority, and keeps injury and illness records for [five] years.

No retaliation

Nobody will be punished for reporting an injury or hazard in good faith. [Safety owner] reviews incident trends each [quarter], shares lessons with managers and checks that corrective actions are complete. Employees injured at work are told how to claim workers' compensation or statutory benefits and who to contact for support.

Health and safety policy

Purpose

[Company] will provide a workplace that is as free from hazards as we can make it. This policy sets out who is responsible for safety, how hazards get reported and fixed, and what we expect from everyone.

Who this covers

All employees, temporary workers, contractors and visitors at any [Company] site, including remote work areas we have approved and company vehicles.

Company responsibilities

[Company] will keep premises, equipment and work methods safe, give safety training before people start the work, supply protective equipment at no cost where it is needed, and review this policy at least every [12] months.

Safety owner

[Job title] is responsible for running this policy day to day. Each manager is responsible for safety in their own team. The [Chief executive or equivalent] is accountable for the overall program.

Employee responsibilities

Follow safety rules and training. Use equipment as instructed. Report any hazard, injury or near miss to your manager or [safety contact] on the same day. Do not start work you believe is unsafe.

Reporting hazards and stopping work

Any person may raise a safety concern at any time and stop a task they believe is an immediate danger. We will not discipline anyone for raising a concern in good faith.

Emergencies

Emergency exits, assembly points and first aid contacts are posted at [location]. Evacuation drills run every [6] months.

Enforcement and review

Ignoring safety rules may lead to disciplinary action. [Safety owner] reviews incidents and this policy each [12] months and reports to leadership. New hires receive safety orientation in their first [week]. Role-specific training is repeated every [12] months or when the work changes. [Safety owner] keeps training, inspection and incident records for [five] years and shares a summary with leadership each [quarter].

Mental health and wellbeing policy

Purpose

[Company] wants people to be able to work well and to ask for help early. This policy explains the support available and how we will treat what you tell us.

Who this covers

All employees and, where stated, contractors. Managers have extra responsibilities set out below.

Support available

[Employee assistance program, name of provider type], [number] counseling sessions per year, [mental health days or leave], and access to [flexible hours or adjusted duties] where the job allows.

How to ask for help

You can speak to your manager, [People contact] or use [confidential service]. You do not have to share a diagnosis. We may ask for limited information to arrange adjustments.

Manager responsibilities

Check in with the team regularly, notice changes in work or behavior, have a private conversation early, and contact [People contact] for guidance. Do not ask for diagnoses or pass details on without consent.

Managing workload and stress

We review workload, deadlines and working hours in [quarterly] team check-ins, and track [survey or absence trend] to spot patterns.

Confidentiality and non-discrimination

Information about your health stays with the few people who need it to support you, in confidential records. No one will be treated worse for asking for help.

In a crisis

If someone is at immediate risk, call [emergency number]. Crisis lines: [list]. If you have been away because of ill health, your manager and [People contact] will talk with you before you return about pace, duties and support. Absence is handled under the [sick leave policy], and we will not disclose the reason for it to colleagues.

Reasonable accommodation policy

Purpose

[Company] will make reasonable accommodations so that qualified people with disabilities can apply, work and take part in company life. This policy explains how to ask.

Who this covers

Applicants and employees, at every [Company] location and for remote work.

How to ask

Tell your manager, [People contact] or [email] that you need a change at work because of a medical condition or disability. You can ask in speech or in writing, and you do not need to use the word accommodation.

The conversation

[People contact] will meet with you within [five] business days to talk through the barrier, what the job requires and what options might work. We may ask for limited medical information from your health care provider when the need is not obvious.

Decision

We will give you a written decision within [ten] business days of receiving any information we asked for. We will consider your preferred option. If we cannot grant it we will explain why and discuss alternatives.

Examples

Changes to schedule or location, modified equipment, adjusted duties, extra breaks, leave, reassignment to a vacant position, accessible materials and meeting formats.

Confidentiality

Medical information is kept in a separate confidential file and shared only with those who need it to carry out the change.

Review and no retaliation

We will check each arrangement after [six] months or when your needs change. No one will be retaliated against for asking. Where it helps, we can start a change on a trial basis and review it with you. Interim measures can be put in place while we wait for information. If an arrangement stops working, tell [People contact] and we will look again.

Smoking and vaping policy

Purpose

[Company] provides a smoke-free and vape-free workplace to protect health and to comply with the law.

Who this covers

Employees, contractors, customers and visitors on [Company] premises, in company vehicles and at company events.

Definitions

Smoking means using any lit tobacco or other product. Vaping means using an electronic cigarette or similar device [and nicotine pouches].

Where it is banned

Smoking and vaping are not allowed inside any building or vehicle, or within [25] feet of entrances, windows and air intakes. [Vaping is permitted only in the designated area at [location].]

Designated areas

If you smoke or vape, use only [designated area]. Dispose of waste in the bins provided and keep the area clean.

Breaks

Use of designated areas takes place during scheduled breaks only. Time spent on smoke breaks is [unpaid / counted as break time].

Remote and travel

Smoking is not allowed in company vehicles, on video calls or in client premises that ban it.

Support and enforcement

We offer [cessation support]. Breaking this policy can lead to discipline. Report concerns to your manager or [People contact]. No-smoking and no-vaping signs are displayed at entrances and in vehicles. If smoke or vapor reaches a work area, tell your manager or [People contact]. We will look into it promptly and will not retaliate against anyone who complains. Managers apply this policy evenly to every employee, whatever their role or seniority, and [People contact] reviews it each [12] months. Employees who want to stop smoking can ask about [cessation support] in confidence.

Workplace violence prevention policy

Purpose

[Company] does not tolerate violence, threats or intimidating behavior. This policy tells you what is prohibited, how to report it and what we will do.

Who this covers

Employees, contractors, customers, visitors and anyone else on [Company] premises or at a work event, including conduct online or by phone that relates to work.

What is prohibited

Physical assault, threats of harm, stalking, intimidation, destruction of property, and bringing a weapon onto [Company] premises or vehicles [except where state law requires otherwise and the employee has told [contact]].

How to report

If anyone is in immediate danger, call [emergency number] first. Then tell your manager, [People contact] or [hotline] as soon as you can. You may report anonymously at [channel].

What we will do

[Contact] will assess every report within [one] business day, take steps to protect the people involved, investigate, and record the outcome. We may involve law enforcement. We will tell the reporter what we can about the result.

Protective orders

If you have a restraining or protective order that relates to someone who may come to work, tell [contact] so we can plan for your safety. We will keep this confidential as far as we can.

No retaliation

We will not retaliate against anyone who reports in good faith or takes part in an investigation.

Consequences

Breaking this policy can lead to discipline up to dismissal, and criminal referral where appropriate. Managers receive training on spotting warning signs and handling a report within [60] days of starting a role. All staff get a short briefing each [year]. [Safety owner] reviews every incident and this policy at least once a [year], and updates it after any serious event.

Part 5. Data, IT and AI

Acceptable use of IT policy

Purpose

This policy explains how [Company] equipment, accounts, networks and software may be used. It also tells you what to expect from us when we look at how systems are used.

Who this covers

All employees, contractors and visitors who use [Company] systems.

Your accounts

Use only accounts assigned to you. Do not share passwords or let others use your login. Use the approved password manager and multi-factor sign-in on every work account. Lock your screen when you step away, and never write passwords on paper left at your desk.

Acceptable use

Use company systems mainly for work. Limited personal use is allowed if it is brief, does not affect your work, and does not break the rules below. [Company] may change this allowance at any time.

Not allowed

Do not access systems or files you are not authorized to see. Do not install unapproved software, bypass security controls, download pirated material, view or send unlawful, harassing or sexually explicit content, or run business for another employer. Do not use company systems to harass others, to run a personal business or to store large personal media libraries.

Monitoring

[Company] may monitor use of its systems, including email, web use and files, for security, legal and business reasons. Do not expect privacy in anything you store or send on company systems, except where the law says otherwise.

Lost or stolen equipment

Report loss, theft or suspected compromise to [contact] immediately, and within [number] hours at most. We will not discipline anyone for reporting a mistake promptly. Hiding one is a more serious matter.

Consequences

Breaking this policy can lead to loss of access, disciplinary action up to dismissal, and where the law requires, a report to authorities. Contractors who break it may have their contracts ended.

AI use policy

Purpose

This policy sets how [Company] uses artificial intelligence tools so that work is faster without exposing people, customers or confidential information. Anyone may ask [contact] if they are unsure whether a use is allowed. We would rather answer a question than repair a mistake.

Who this covers

All employees, contractors and interns who use AI tools for [Company] work, on company or personal devices.

Approved tools

You may use only the tools on the approved list kept by [owner, for example IT lead]. To request a new tool, send the name, the use and the data involved to [contact]. Free accounts on public tools are not approved for work data. The list shows, for each tool, the data classes it may hold and who may use it. [Owner] reviews the list every [number] months.

Data you must not enter

Do not enter personal data about employees, candidates or customers, health information, passwords, source code marked confidential, or anything covered by a customer contract, unless the tool is approved for that data class.

Human review

A person is responsible for every output used in work. Check facts, sources and tone before sharing. Never use AI output alone to hire, reject, discipline, promote, pay or dismiss anyone. A trained reviewer must make and record those decisions.

HR and hiring uses

Before any tool screens, ranks or scores candidates or employees, People Ops must approve it, confirm what bias testing exists, and give candidates and employees the notices the law requires. Candidates may ask for a person to review their application.

Disclosure

Tell [customers, colleagues, candidates] when content or a decision was produced mainly by AI if they would reasonably want to know. Do not present AI-generated work as your own where a customer, regulator or school expects original work.

Reporting and consequences

Report suspected misuse or a leak within [number] hours to [contact]. Breaking this policy can lead to disciplinary action up to dismissal.

Bring your own device policy

Purpose

This policy lets employees use personal devices for work while protecting [Company] data. Participation is voluntary. Anyone who prefers a company device can request one from [contact].

Who this covers

Employees and contractors who use a personal phone, tablet or laptop to access [Company] email, files or apps.

Eligibility and enrollment

Use of a personal device is a privilege, not a right. Enroll the device with [IT contact] before you connect. We may refuse any device that cannot meet the standards below. By enrolling, you agree to the terms in this policy, including the removal of company data described below.

Security requirements

Keep the operating system up to date, use a passcode or biometric lock with automatic lock after [number] minutes, enable device encryption, install only the approved work apps, and do not jailbreak or root the device.

What we can see and do

We manage only the work apps and company data. We cannot see your personal photos, messages or browsing. If the device is lost, you leave, or it breaks this policy, we may remove company data, and in a serious case we may wipe the device after telling you.

Costs

[Company] will [pay / not pay / pay a stipend of $[amount]] toward the device and data plan. Business calls and data used for work are covered by the choice shown above. We will explain how to claim it.

Lost devices and exit

Report a lost or stolen device within [number] hours. When you leave, you must let us remove company data and delete work files from personal storage.

Consequences

Breaking this policy can lead to loss of access and disciplinary action. We may also refuse to allow the device to reconnect until the issue is fixed.

Confidentiality policy

Purpose

This policy protects information that matters to [Company], our customers and our people. It also explains what you may do with information you create during your work.

Who this covers

Employees, contractors, interns and directors, during and after their time with [Company].

What is confidential

Customer and supplier information, non-public financial data, product and pricing plans, source code, security details, personnel records of others, and anything marked or reasonably understood to be confidential. Information that is public, or that you knew before joining, is not confidential.

Your duties

Use confidential information only for [Company] work. Share it only with people who need it. Store it only on approved systems. Return or delete it when asked or when you leave. Do not discuss confidential matters in public places or on shared calls where others could hear. Lock your screen and files.

Third parties

Do not share confidential information outside [Company] unless a signed agreement is in place. Ask [contact] first.

Your rights

Nothing in this policy stops you from reporting a suspected violation of law to a government agency, from discussing your own pay or working conditions, or from making a disclosure the law protects. Under federal law you will not be held liable for disclosing a trade secret in confidence to a government official or an attorney solely to report or investigate a suspected violation of law.

After you leave

Your duties continue for [number] years after your employment ends, and for trade secrets as long as the information stays a trade secret. Return all devices, files and passwords on your last day, and do not keep copies.

Consequences

Breaking this policy can lead to discipline up to dismissal and legal action. We may also ask a court for an order to protect the information where the law allows.

Employee data protection and privacy policy

Purpose

[Company] holds personal data about its people. This policy explains what we hold, why, and how we protect it. It applies alongside our information security policy and record retention schedule.

Who this covers

Current and former employees, applicants, contractors and interns.

What we collect

Contact details, identity and right-to-work documents, pay and bank details, benefits, performance records, attendance, and, where needed, health information for leave and accommodations. We collect only what we need. We may also collect system logs, badge records and equipment use records where we have told you so in advance.

Why we use it

To hire, pay, manage performance, provide benefits, meet legal duties, keep people safe and secure our systems. We do not sell employee data.

Who sees it

Only People Ops, payroll, your manager as needed, and service providers who process it for us under contract. Medical and similar information is kept apart from your personnel file. Each person with access has a business reason, and we log who views sensitive records.

How long we keep it

We keep each record only for the period in our record retention schedule, then delete or anonymize it.

Your questions and requests

You may ask what data we hold about you, ask us to correct it, and raise concerns with [contact]. We will answer within [number] days. If you are not satisfied with our answer, you may escalate it to [senior contact], and we will tell you what we decided and why.

Protecting data

Access is limited by role, systems require multi-factor sign-in, and staff who handle personnel data must follow [Company]'s information security policy. Report any suspected breach to [contact] at once. Do not email personnel data to personal accounts, and do not discuss other people's pay, health or performance outside those who need to know.

Information security policy

Purpose

This policy sets the minimum rules that keep [Company] systems and data secure. It is written for a small team, so it covers the basics well rather than everything.

Who this covers

All employees, contractors and vendors with access to [Company] systems or data. Each person is responsible for following it and for asking when a rule is unclear.

Access

Access is given by role and removed when a role changes or a person leaves, within [number] hours. Use unique accounts, a password manager and multi-factor sign-in. Admin and finance accounts have extra checks. We review who has access to restricted data every [number] months.

Devices and software

Company devices must be encrypted, locked automatically and kept up to date. Install only approved software. Personal devices follow the bring your own device policy. Disable or remove old devices from the network and return them to IT when you replace them.

Handling data

Classify data as public, internal, confidential or restricted. Store confidential and restricted data only in approved systems. Do not send it through personal email or unapproved messaging. Share files by link with named people rather than attaching copies, and remove access when a project ends.

Vendors

Before a vendor receives our data, [owner] reviews its security and signs a contract that covers data protection and breach notice.

Reporting incidents

Report lost devices, phishing, wrong recipients or suspected breaches to [contact] immediately. Do not try to fix it alone. We will investigate and decide whether notice is needed. Reporting quickly is what matters most. You will not be blamed for reporting in good faith.

Training and review

All staff complete security training at hire and every [number] months. [Owner] reviews this policy once a year. New starters read this policy in their first week and sign to confirm.

Record retention policy

Purpose

This policy sets how long [Company] keeps records and how it disposes of them. It applies to records about employees and applicants and to other business records.

Who this covers

Everyone who creates or manages [Company] records, in any format, including email and chat. It applies to paper and electronic records, wherever they are stored.

Retention schedule

Keep records for at least these periods: payroll and time records [number] years; personnel files and hiring records [number] years after the action or exit date; benefits records [number] years; medical and leave records [number] years, kept apart from the personnel file; immigration forms as the law requires. The schedule is kept by [owner]. If two rules give different periods, use the longer one. Records with no listed period are kept for [number] years unless [owner] says otherwise.

Legal hold

If a claim, charge, audit or investigation is expected or under way, [legal contact] will issue a hold. Do not delete any record covered by a hold, whatever the schedule says. The hold stays until [legal contact] lifts it in writing.

Storage

Keep records in approved systems only. Restricted records stay access-controlled and are never kept on personal devices. Do not keep duplicate copies in personal folders, and name files so that they can be found and deleted on time.

Destruction

When the period ends and no hold applies, [owner] deletes or shreds the record and logs it. Backups are cleared on the same cycle. Anyone who handles destruction must treat the content as confidential until it is gone.

Review

[Owner] reviews the schedule every year and when the law changes. Each review records any change made to the schedule and the reason. Questions about a particular record go to [owner].

Social media policy

Purpose

This policy explains how to use social media in ways that protect people, customers and [Company]. It is not meant to control your personal life. It exists to stop harm to people and to the business.

Who this covers

All employees and contractors, on company or personal accounts, at work or outside it. It applies to posts, comments, messages, videos, reviews and anything else shared online.

Speaking for [Company]

Only [role] may post as the company or respond to press. If you comment on our industry, make clear the views are your own. Direct media or analyst questions to [contact] and do not answer them yourself.

Protecting confidential information

Do not post customer information, non-public financial results, product plans, security details or other information marked confidential. If you are unsure whether something is public, ask before you post.

Respectful conduct

Do not post content that harasses, threatens or discriminates against colleagues, customers or others, whether or not you name [Company]. Our harassment policy applies online. Managers should take extra care, because what a manager posts can be read as company views.

Your rights

This policy does not stop you from discussing pay, hours or working conditions with coworkers, or from reporting concerns to a regulator or lawyer.

Personal accounts

Your personal accounts are yours. We will not ask for your passwords. We may act on public posts that break this policy. Do not use company logos or email addresses to create personal accounts without approval.

Reporting

Tell [contact] if you see a post that breaks this policy or harms [Company]. We will not treat a good-faith report as misconduct. [Contact] will look into every report fairly and tell you the outcome where we can.

Part 6. Pay

Benefits eligibility policy

Purpose and who this covers

This policy explains which benefits [Company] offers and who is eligible. Employees of [Company]. Contractors and temporary agency workers are not covered unless the plan documents say so.

Full-time and part-time

Full-time means working at least [30 or 40] hours a week on average. Part-time employees working [number] hours or more are eligible for [benefits]. Hours are reviewed [monthly or quarterly].

When benefits start

Health coverage starts on the [first of the month after [number] days]. Retirement plan eligibility starts [date rule]. Time off benefits are in the leave policies.

Dependents

Your spouse or partner and children up to age [number] can be covered. We may ask for proof of relationship.

Changes

Tell [People contact] within [number] days of a qualifying life event. If your hours change, we will confirm in writing whether your eligibility changes.

Plan documents

If this policy and a plan document differ, the plan document controls.

Part-time and variable hours

For employees whose hours vary, we look back over a measurement period of [number] months to decide whether you averaged full-time hours. If you do, you are eligible for the following stability period, even if your hours later drop. Ask People Ops how your hours are counted.

Ending benefits

Benefits end on [the last day of the month in which employment ends]. We will send notice of continuation options as the law requires. Employees on unpaid leave keep benefits as set out in the leave policy. We review this policy each [year] and tell employees about changes before open enrollment. Questions about whether you are eligible go to [People contact], who will answer in writing. If we make an error on eligibility we will correct it as soon as we can and explain what it means for you.

Bonus policy

Purpose and who this covers

This policy explains the bonus plans at [Company] and how they work. [Employee groups] on the payroll on the payment date. Contractors are not eligible.

Type of bonus

The [annual] bonus is [discretionary or target based]. If it is discretionary, we decide whether to pay and the amount near the end of the period. Nothing in this policy promises a payment.

How amounts are set

Target bonus is [percent] of base salary. Payment depends on company results [measure] and individual results [measure]. We may raise or lower awards.

Timing

Bonuses are paid by [date] following the end of the plan year, through payroll, less tax and required deductions.

Joiners and leavers

Joiners are prorated from their start date. Leavers must be employed and not under notice on the payment date to receive a bonus, unless the plan says otherwise.

Overtime-eligible staff

Where a bonus is promised and non-discretionary, we include it when we calculate overtime pay for the period.

Changes and ending the plan

We may change, suspend or end a plan at any time before payment, subject to the law and any written agreement. We will tell eligible employees about changes in writing. Individual offer letters or contracts that state a guaranteed amount override this policy.

Leave and part-year service

If you are on approved leave during the plan year, your award is prorated for the time you worked, except where the law requires otherwise. Time on protected leave is not counted against you unless the law allows it. Questions about your bonus go to [People contact]. If you think an award was calculated wrongly, tell us within [number] days, and we will review it and reply in writing. Managers must not promise bonus amounts that are not in the plan documents.

Business travel policy

Purpose and who this covers

This policy sets how [Company] books, pays for and records business travel. All employees traveling on company business, and contractors where their agreement says so.

Approval and booking

Get manager approval before booking. Book through [booking tool or travel contact]. Choose the lowest reasonable fare. Book [number] days ahead where you can.

Lodging, meals and ground travel

Lodging is capped at [amount] per night unless the city rate is higher. Meals follow the expenses policy. Use rail, shuttle or rideshare before rental cars unless a car is cheaper overall.

Travel time and pay

Travel that cuts across your normal working hours counts as work time, including on a day you do not usually work. Record it as time worked. Time spent as a passenger outside those hours is not counted unless you work while traveling.

Safety

Share your itinerary with your manager. Call [contact] if there is an emergency, delay or injury. We may cancel travel for safety reasons.

Claims

Submit expenses under the expenses policy within [number] days of returning.

Personal travel and extensions

You may add personal days to a business trip if your manager agrees in advance. You pay any extra cost for the personal portion, including the difference in fare. Insurance coverage for personal days depends on the policy, so check with [contact] before you go.

Cancellations and changes

Cancel unused bookings as soon as plans change. Unused tickets and credits belong to [Company] and should be used for later business trips where possible. Repeated avoidable changes may be raised with your manager. Report any travel disruption to your manager early. Keep boarding passes and lodging invoices, because we need them to settle claims and to confirm hours worked. Managers review travel cost against budget each [quarter] and tell the team where limits are changing.

Expenses policy

Purpose and who this covers

This policy explains which business costs [Company] reimburses and how to claim them. All employees and contractors who spend money on [Company] business. Managers apply it to their teams.

What we reimburse

We reimburse reasonable costs that are necessary for your work, such as approved travel, client meals, software and supplies. We do not reimburse personal items, fines, alcohol above [limit] or costs you did not get approved when approval was required.

Limits and pre-approval

Any single item over [amount] needs written approval from your manager before you buy it. Meals are capped at [amount] per person. Use company cards where we have issued them.

How to claim

Submit each claim within [number] days of the cost. Attach an itemized receipt for every item over [amount]. State the business purpose and who attended. Claims without a receipt may be refused.

Payment timing

Approved claims are paid within [number] business days, with the next regular payroll or as a separate reimbursement. We will not deduct unreimbursed costs from your pay.

Errors and misuse

Report mistakes as soon as you see them. False or padded claims are a conduct issue and can lead to discipline, up to dismissal.

Foreign currency and cards

Convert foreign spend at the rate on the card statement or the date of the cost. Company cards are for business use only. Report a lost or stolen card to [card provider] and to [Finance contact] the same day. Personal charges on a company card must be repaid within [number] days.

Audits and review

Finance reviews a sample of claims each [month] and every claim over [amount]. We may ask for more detail on any item. Managers are responsible for checking that claims they approve are accurate and within policy before they sign.

Pay transparency policy

Purpose and who this covers

This policy explains how [Company] sets pay and what you may share about it. All employees and applicants for roles at [Company].

Your right to discuss pay

You may discuss your own pay and ask colleagues about theirs. We will not discipline anyone for it. This does not allow sharing other people's pay that you only saw as part of a payroll or HR job.

How pay is set

Each role has a grade and a range of [low] to [high]. Pay inside the range depends on skills, experience, location and performance. We review ranges every [number] months.

Job postings

Where law requires, and for all roles at [Company] if we choose, postings show the pay range and the main benefits.

Pay reviews

We check pay by role and level for unexplained gaps at least [every year]. Questions about your pay go to [People contact], who will answer within [number] business days.

No retaliation

Raising a pay concern in good faith will never count against you.

Manager responsibilities

Managers must not ask employees to keep pay secret, or ask what colleagues earn. Managers explain how a role fits its range when asked, and refer pay questions they cannot answer to People Ops. They must not make promises about future pay outside the review cycle.

Records and reporting

People Ops keeps the range for each role, the reasons for pay decisions and the results of each pay review. Where the law requires pay data to be reported or published, [owner] prepares it and a lawyer checks it before release. We review this policy each [year]. If you believe pay is unfair or that you have been treated badly for raising pay, tell [People contact] or use the complaints policy. We will look into it and tell you the outcome in writing within [number] days.

Payday and pay errors policy

Purpose and who this covers

This policy sets pay dates and explains how [Company] corrects pay errors. All employees paid through [Company] payroll.

Payday

We pay [weekly, bi-weekly, semi-monthly or monthly] on [day]. When payday falls on a weekend or holiday we pay on the [previous or next] business day. Pay is by [direct deposit].

Pay statements

You receive an itemized statement showing gross pay, hours where relevant, deductions and net pay.

Reporting an error

Tell [payroll contact] as soon as you see an error. We will confirm receipt within [number] business day and aim to correct it within [number] business days.

Underpayments

If you were underpaid, we pay the difference on [the next payday or by off-cycle payment within [number] days] and tell you in writing.

Overpayments

If you were overpaid, we will tell you in writing with the amount and reason before recovery. We agree a repayment plan with you and will not take money from your pay unless the law and your written consent allow it.

Timesheets and cut-off

Submit time by [day and time] each pay period. Late time is paid on the next regular payday unless the law requires faster payment. Managers approve time before the cut-off. If you change your direct deposit details, tell [payroll contact] at least [number] days before payday.

Lost or missing pay

If a payment does not arrive, tell [payroll contact] the same day. We will trace it and, if needed, issue a replacement within [number] business days. We keep a log of every pay error, its cause and how it was fixed, and review the log each quarter to prevent repeats. Managers must send any pay changes to payroll before the cut-off and must not tell staff that a change is approved until payroll has confirmed it. We review this policy each [year] and after any significant payroll problem.

Part 7. Hiring

Background check policy

Purpose and who this covers

This policy explains when and how [Company] runs background checks. Final candidates for roles listed in [Appendix], and current employees moving into those roles.

Checks we may run

Identity and right to work, employment history, education, and for [roles] a criminal records check covering [number] years. Credit checks only for roles with [money handling].

Consent

Checks start only after a conditional offer and after you give written consent on a stand-alone disclosure form.

Using results

We consider the nature of the offense, how long ago it happened and its relevance to the job. A record does not automatically bar you.

If a result may change an offer

Before any adverse action, we send you a copy of the report and the summary of your rights, and give you [number] business days to respond. If we proceed we tell you in writing.

Confidentiality

Reports go only to People Ops and the hiring decision maker. We keep them for [number] months.

Applicants outside the United States

Checks outside the United States follow local law, which may limit what we can ask. [Provider] confirms what is permitted before it runs a check. We tell you what is being checked and why.

Accuracy and disputes

If you think a report is wrong, tell People Ops and the report provider. We will consider your explanation and any corrected report before we make a final decision. We keep a record of the dispute and the outcome. We review this policy each [year] and each time the law changes. Hiring managers must not run their own searches, including social media searches, outside this process. Anyone who breaks this rule may face discipline.

Probation period policy

Purpose and who this covers

This policy sets how [Company] reviews new employees in their first months. New employees. It does not cover contractors or temporary agency workers.

Length

Probation lasts [number] months from your start date. We may end it early with a positive outcome, or extend it by up to [number] weeks if we need more time, and we will tell you why.

Support

Your manager sets goals in your first week, meets you every [number] weeks and gives written feedback at [month] and at the end.

What probation does not change

You have the same legal rights from day one, including pay, leave entitlements and protection from discrimination. Benefits start as set out in the benefits policy.

Outcomes

At the end we confirm you in the role, extend probation or end employment. Any decision to end employment is reviewed by People Ops first.

Notice

During probation, notice is [number] unless the law or your contract says more.

Extensions and absences

If you are away for more than [number] days during probation, we may extend it by the same period, and we will tell you in writing. Extensions are not used to avoid giving you clear feedback. You will receive notice of any extension before the original end date.

Concerns during probation

If you have concerns about your role, manager or workplace, raise them with [People contact]. You can raise concerns at any time without it counting against you. Concerns about discrimination, harassment or safety follow the complaints policy. We review this policy each [year]. Managers receive training on giving feedback and on writing probation reviews. All reviews are kept in your file and you may ask for a copy. Questions about probation go to [People contact].

Recruitment and hiring policy

Purpose and who this covers

This policy sets how [Company] recruits and hires fairly. Everyone involved in hiring, and all applicants for roles at [Company].

Opening a role

The hiring manager completes a role request with job title, duties, pay range and approver [name]. People Ops posts the role on [channels].

Selecting candidates

Screen against the written job requirements only. Use the same core questions for every candidate for the same role. Do not ask about protected characteristics, family plans or health.

Interviews and decisions

Each finalist meets at least [number] interviewers. Interviewers score candidates on the same scorecard before discussing. The hiring manager decides with People Ops sign-off.

Offers

Offers are made in writing by People Ops with title, pay, start date and any conditions such as checks. Offers stay open for [number] days.

Records

We keep applications and interview notes for [number] years, or longer where law requires. Notes should be factual and job related.

Internal candidates and referrals

Internal candidates may apply for open roles and are assessed on the same criteria as external candidates. Referred candidates are treated the same as everyone else. Tell People Ops if you have a personal relationship with a candidate, and you may be removed from the process.

Reasonable adjustments and accommodations

Candidates may ask for an adjustment to the process, such as extra time or a different format. We will consider every request and respond promptly. Requests are kept confidential and are not shared with interviewers beyond what is needed to make the change. We review this policy each [year]. Hiring managers complete interview training before they interview. If you think a hiring decision was unfair, raise it with [People contact]. We will look into it and will not retaliate against anyone for raising a concern in good faith.

Resignation and notice policy

Purpose and who this covers

This policy explains how to resign from [Company] and what happens next. All employees. Contractors follow their agreement.

How to resign

Tell your manager and send a written notice to [People contact] stating your last day.

Notice period

We ask for [number] weeks of notice, or [number] weeks for [senior roles]. We may accept shorter notice at our discretion.

During notice

You will work your normal duties and complete a handover plan. We may ask you not to work during notice, and we will keep paying you for the agreed period.

Final pay

We pay all earned wages by [date rule]. Final pay includes [accrued vacation if required or policy]. We will not deduct amounts without legal authority or your written consent.

Leaving

You return equipment on your last day and complete an exit conversation with People Ops.

Accrued time off and benefits

Your accrued time off is handled as set out in the leave policy and the law of your state. Health and other benefits end on [date rule]. We will send details of continuation options and of your retirement plan account.

Counter-offers and rescinding

You may withdraw a resignation only with written agreement from your manager and People Ops. We do not make counter-offers as a rule. If you resign and then change your mind after we have begun hiring a replacement, we may refuse. Your duty to keep confidential information private continues after you leave. Return or delete company data and tell us about any work files on personal devices. Any restrictive covenant in your agreement continues as the law allows. We review this policy each [year]. Managers should tell [People contact] about any resignation the same day so that final pay, benefits and access can be arranged. We will confirm your last day and the details of your final pay in writing.

Right to work policy

Purpose and who this covers

This policy explains how [Company] confirms that each new hire is allowed to work. All new employees in every location, and employees whose authorization has an expiry date.

Who does the check

[Role] completes each check. They are trained and cannot be the new hire's manager.

When

US: employees complete their part of Form I-9 at the time of hire, and we complete our part within three business days of hire. UK: we check before the person starts work.

Documents

You choose which acceptable documents to show. We do not ask for particular documents and we do not ask for more documents than the law requires.

Expiry and follow-up

We track expiry dates and ask you for updated proof [number] days before they end. If you cannot show continuing authorization, we will discuss options before taking any action.

Records

We keep I-9 forms and UK check copies in a separate file for the period the law sets, and not in your general personnel file.

Training and quality checks

People Ops staff who run checks complete training before they start and again each [year]. We audit a sample of files each quarter and fix errors promptly. Corrections to US forms are made as the form instructions allow and are dated and initialed.

Remote and contract workers

Remote employees complete the check by [the alternative procedure or an authorized representative] where the rules allow. Contractors are responsible for their own authorization, and we ask for confirmation in the agreement. We apply these rules the same way to every employee. We review this policy each [year] and when the rules or the forms change. Questions go to [People contact]. No one at [Company] should treat you worse because of where you are from, your accent or your name, and you should tell us if that happens.

Part 8. Workplace

Anti-bribery policy

Purpose and who this covers

[Company] does not pay or accept bribes. This policy explains what that means in practice. All employees, directors, agents, suppliers and anyone else acting for [Company], in every country.

What is banned

Offering, promising, giving, asking for or accepting any payment, gift or other advantage to influence a decision or reward improper behavior. This includes facilitation payments and bribes through third parties.

Public officials

Do not give anything of value to a government official without written approval from [Compliance contact].

Third parties

Before we hire an agent or intermediary we check who they are, what they will do and what we will pay. Contracts include anti-bribery terms.

Records

Record all payments accurately. False or hidden entries are not allowed.

Speaking up

Report any offer or suspicion to [contact] or [hotline]. We will not retaliate against anyone who reports in good faith.

Charitable and political contributions

Do not make charitable or political donations on behalf of [Company] without written approval from [Compliance contact]. Donations must be recorded and made to real organizations, not to anyone linked to a decision on our business.

Training and consequences

Staff in sales, purchasing, finance and any role dealing with officials complete anti-bribery training each [year]. Breaking this policy may lead to discipline up to dismissal, and we may report to the authorities. [Compliance contact] reviews this policy every [number] months. We review this policy each [year]. Managers must not ask staff to bypass it to win business, and no one will be penalized for refusing to pay a bribe, even if it costs us a deal. Questions go to [Compliance contact]. Managers review gifts and payments in their teams each quarter.

Company equipment policy

Purpose and who this covers

This policy explains how you may use equipment that [Company] provides. All employees and contractors who receive equipment.

What we provide

We provide the equipment listed in your onboarding record, such as [laptop, phone, access card]. It stays the property of [Company].

Acceptable use

Use equipment mainly for work. Limited personal use is allowed if it is lawful, does not interfere with work and does not break security rules. Do not install unapproved software or share your login.

Care, loss and theft

Keep equipment secure and report loss, theft or damage to [IT contact] within [number] hours. We will not charge you for normal wear. Deductions for lost or damaged equipment only follow the law and your written consent.

Monitoring

We may monitor use of company systems for security and compliance. We will tell you what is monitored and why, and only access content where there is a business reason.

Return

Return all equipment within [number] days of your last day, or we arrange courier at our cost.

Security

Use a strong passcode and keep software up to date. Lock your device when you leave it. Do not leave equipment in a vehicle or other unattended place. Work files must be stored in [approved systems], not on personal accounts.

Remote and home use

Equipment you use at home stays company property. You are responsible for a safe workspace and reasonable care. We will fix or replace faulty equipment. Do not let family or friends use company equipment. We review this policy each [year] and when we introduce new technology. Questions go to [IT contact]. Breaking this policy may lead to discipline up to dismissal, and misuse that is unlawful may be reported to the authorities.

Gifts and hospitality policy

Purpose and who this covers

This policy explains what gifts and hospitality you may give or accept for [Company]. All employees and anyone acting for [Company].

What is allowed

Modest gifts and meals that are occasional, open, related to business and worth no more than [amount] per person per occasion and [amount] per year from one source.

What is never allowed

Cash or cash equivalents, gifts during a tender or contract decision, anything meant to influence a decision, anything that would embarrass [Company], and any gift or hospitality to a public official without prior approval.

Reporting

Record every gift or hospitality over [amount] in [register] within [number] days. Your manager reviews entries every [quarter].

Refusing and returning

If a gift is too valuable, decline politely or return it. If you cannot, hand it to [contact], who may donate or raffle it.

Questions

Ask [Compliance contact] before you accept or offer anything you are unsure about.

Giving gifts and hospitality

You may offer gifts and hospitality for a legitimate business reason, within the limits above, with your manager's approval. Do not give gifts to people who are deciding on a contract with us, and never give cash. Use company funds only and record the item.

Conflicts of interest

If a gift or hospitality could look like it affects your judgment, tell your manager even if it is under the limit. Gifts to family members count. Repeated gifts from the same source are added together for the limit. We review the limits each [year]. If you are unsure whether something is acceptable, do not accept it until you have asked. Breaking this policy may lead to discipline, and some conduct may be reported to the authorities.

Acknowledgement of receipt

I have received the [Company] employee handbook dated [date]. I will read it and ask [HR contact] about anything that is unclear. I understand that [Company] may change its policies with notice, as the handbook says, [US version: and that the handbook is not a contract of employment and does not change the at-will status of my employment] [UK version: and that the handbook is not part of my contract of employment unless my contract says so].

Employee name: _____

Signature: _____

Date: _____