

ENTERPRISE EMPLOYEE HANDBOOK TEMPLATE

EMPLOYEE HANDBOOK

COMPANY NAME
Street Address
City, State and Zip

webaddress.com

VERSION 0.0.0

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PREPARED BY	TITLE	DATE

APPROVED BY	TITLE	DATE

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGES	REVISION

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WELCOME

PURPOSE OF THIS DOCUMENT

VISION STATEMENT AND ORGANIZATIONAL CULTURE

MISSION STATEMENT

GUIDING VALUES AND HISTORY

BOARD OF DIRECTORS AND OWNERSHIP INFORMATION

GENERAL EMPLOYEE INFORMATION

STANDARDS OF CONDUCT

COMPENSATION POLICY AND PAYROLL

TRAVEL POLICY

ATTENDANCE AND ABSENTEEISM POLICY

MEDIA AND COMMUNICATIONS POLICY

DISCIPLINARY PRACTICES AND DISPUTE RESOLUTION