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Why is an Employee Handbook Important? Having a well-written and up-to-date employee handbook is essential for any organization that wants to attract and retain top talent, maintain a positive work environment, comply with all applicable laws and regulations, and more.

What Should Be Included in an Employee Handbook? The contents of an employee handbook will vary depending on the size and nature of the organization. However, there are some general topics that should be included in all employee handbooks, such as: Company policies and procedures, Employee benefits, Performance management, Employee discipline, Employee rights, and more.

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A Guide to Good Employment Practice in the Community and Voluntary Sector (2nd ed) Jane Clarke, 2002

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

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