

Sample

Employee Manual

Below is a sample of a basic “table of contents and a couple of sample policies. Your actual manual will include your company’s policies as they are implemented in addition to other policies that are appropriate to your business.

Implementation Steps:

1. Agreement is sign with deposit
2. Questionnaire is sent to you to complete including comments and questions that you may still have.
3. After return of Questionnaire and telephone interview is conducted to go over answers and unresolved questions.
4. Preliminary Manual is produced and sent for review.
5. Final changes are made and final copy is provided in pdf format for printing as many copies as desired.

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Welcome to The Company!

We would like to take this opportunity to welcome you to MMWI and wish you continued success with your career here.

We believe that each employee contributes directly to Apostrophe Company growth and success, and we hope you will take pride in being a member of our team. Apostrophe Company mission is Blank.

The Employee Manual is designed to give you information regarding your employment with MMWI. It outlines policies, guidelines and practices with which you should become familiar.

Please carefully read the enclosed information. This Manual answers many specific questions you may have while employed with The Company. All HR and Benefits related questions can be forwarded confidentially to Contact.

We hope that your experience here will be challenging, enjoyable and rewarding.

Employer / Employee Relations

Equal Employment Opportunity

The Company is an equal opportunity employer. Our company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in company operations and prohibits unlawful discrimination by any employee of **The Company**, including supervisors and co-workers.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your **Contact**. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The **Company** will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If **The Company** determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. **The Company** will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

Employment Relationship

The Company is an "At-Will" employer, which means that either party may end the employment relationship at any time, with or without cause and with or without notice. Nothing in this manual shall limit the right to terminate at-will employment. No supervisor, manager or employee of **The Company** has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the **Leader** of **The Company** has the authority to make any such agreement, which is binding only if it is in writing.

Right to Revise

This employee manual contains the employment policies and practices of **The Company** in effect at the time of publication. Any inconsistent policy statements or memoranda are superseded.

The Company reserves the rights to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this manual or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the **Leader** of **The Company**.

Any written changes to this manual will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this manual.

This manual sets forth the entire agreement between you and **The Company** as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee manual or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Immigration Law Compliance

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within 3 business days from the first day of hire. Former employees who are rehired must also complete the form if they have not completed an I-9 with **The Company** within the past three years, or if their previous I-9 is no longer retained or valid.

Business Ethics and Conduct

The successful business operation and reputation of **The Company** is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of **The Company** is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the company and its customers to act in a way that will merit the continued trust and confidence of the public.

The Company will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the **Leader** for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every **The Company** employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Non-Harassment Policies

The Company does not tolerate any form of verbal, physical, or sexual harassment of employees by anyone. Such behavior is considered an act of misconduct and may subject an employee to disciplinary action, including possible suspension or termination.

The Company is committed to providing a work environment free of harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. **Apostrophe Company** anti-harassment policy applies to all persons involved in the operations of **The Company**. It also applies to any dealings with customers or outside vendors. **The Company** prohibits harassment by any employee of the company, including supervisors, coworkers and any other persons with whom it does business. It also prohibits harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for reporting or threatening to report harassment.
- Inappropriate e-mails or other electronic messages.

If you believe that you have been unlawfully harassed, submit a written complaint to your own or any other supervisor or the **Leader** of the company as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the **Leader** of the company. **The Company** will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the company determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by **the Company** to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A company