

Employee Handbooks

Helpful tips and information on creating employee
handbooks





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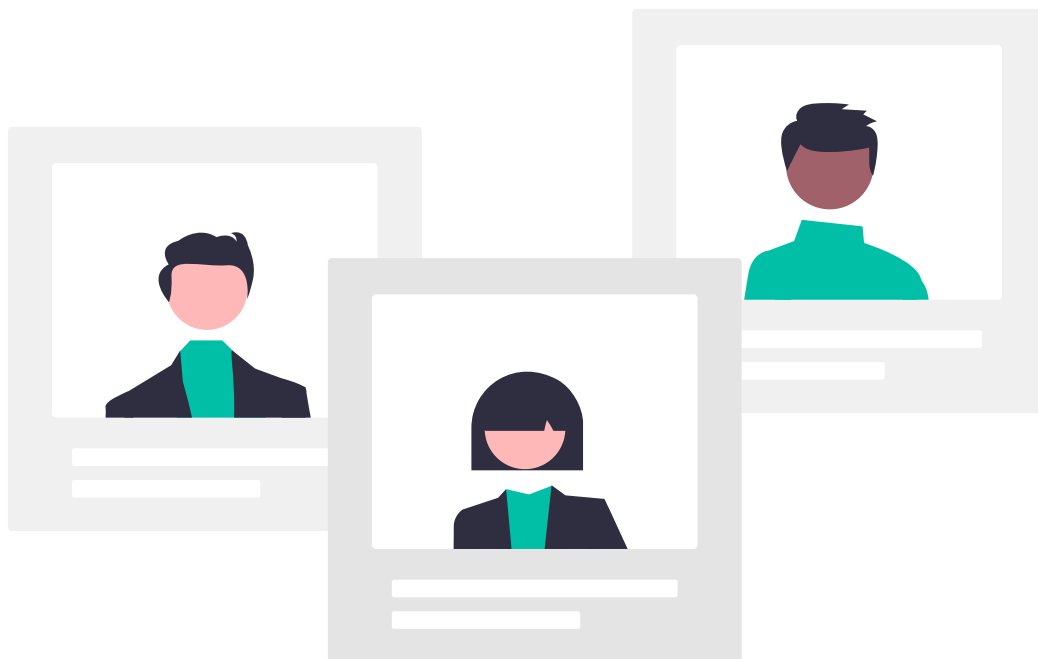
Introduction

Do you have new employees and are unsure how to let them know your business procedures and expectations?

Employee handbooks contain the ins and outs of your business and are easy to give to every employee to help them understand what is expected when working for you.

This guide gives you tips and information about how to create an employee handbook, what should be included, and why it's important to always keep it updated.

So read ahead for our guide on creating employee handbooks!



If you would like to learn more about how we can assist you with your HR needs for your business, book into a [30-minute consultation session](#) or contact us at admin@epollardconsulting.com.au

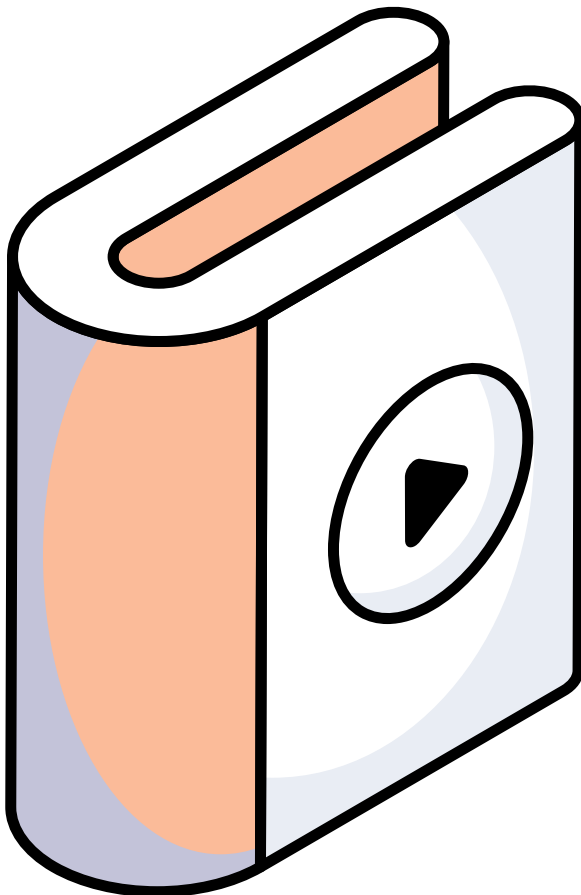
Or visit our [website](#) to learn more.



What is an employee handbook?

An employee handbook, also known as a staff/employee manual, is a document which includes your business's policies, code of conduct, procedures, and guidelines. It's where all your company's legalities and ethics come together in an easily readable form.

Make sure that the content in each section is tailored and relevant to your business as every industry has different needs.



Benefits of having an employee handbook

An employee handbook lays everything about the business's standards and expectations in front of its employees.

This can be beneficial by:

- minimising conflict in the workplace
- clearly communicating and clarifying the business's policies and expectations in one place
- detailing your business's values, ethics, and mission
- fostering a stronger, healthier, and more positive work culture
- ensuring the enforcement of the business's policies
- setting up expectations of performance and business standards
- minimising liability risks
- empowering your employees to be able to follow the business procedures without assistance

Not having an employee handbook can make the workplace chaotic and puts more pressure on management to continuously repeat policies and standards. A handbook is the most effective way to communicate the business's policies and expectations to all employees.

? Did you know?

Employee handbooks can also be a great way to get to know your own business more by periodically reviewing your expectations, values, ethics, policies, and overall work culture. If something isn't working for your business anymore, change it!

✓ Tip

Engage your staff on the content of the handbook as this is a great way to identify areas that may be unclear. It also allows you staff feel as though their input is valuable.



When should I distribute the employee handbook?

Ideally, employees should receive their employee handbook with their employment contract, or during their induction process. This can be given electronically or physically, but keep in mind that when policies and procedures are updated, the physical handbook will need to be updated too and the employees given the newest copy so they can reference it when they need to.



What should be included in an employee handbook?

- Welcome note and information for new staff
- Background and culture of the company
- Vision, mission statement and core values
- Code of conduct and policies
- Working hours, dress code, facility information, and rules
- Privacy, confidential and security information
- Resignation and termination process
- Anti-harassment policies and procedures
- Workplace, grievance, and disciplinary procedures
- Various leave processes and procedures
- Performance standards
- Internet, social media, and email policies
- Training and development
- Use of company property policies e.g., vehicles or laptops
- Acknowledgement of the information in the handbook (signature)



Keep it up to date!

Make sure that your employee handbook is always up to date. This includes when policies change, new guidelines need to be set in place, or anything else in your business changes. This way should the need arise, you are able to prove that your business's policies and procedures were in date and available to the employees.



Not sure where to start? Use pre-made templates, but don't forget to customise it to suit your needs. Every business will have different policies and standards.



Helpful Resources

For more helpful free resources, visit our website www.epollardconsulting.com.au

Other Resources

- business.gov.au - <https://www.business.gov.au>
- Fair Work Commission - <https://www.fwc.gov.au/>
- Fair Work Ombudsman - <https://www.fairwork.gov.au/>
- SafeWork SA - <https://www.safework.sa.gov.au/>
- Skills SA - <https://www.skills.sa.gov.au/>

