



<Business Logo>

Employee Handbook

This employee handbook has been prepared for your information and understanding of the policies, procedures and expectations of [LongEmployerName] (“[ShortEmployerName]”)'s

Please read it carefully.

Employee Name

Date of Training

Trained By



WELCOME TO OUR BUSINESS

As a new employee, you are joining an important team that, together make our business function efficiently and effectively. No matter your position within the business, you are equally as important as employees in other positions and departments.

It is important that everyone works together to achieve our goals and continually improve our services to be better than our competition. This cannot be achieved without everyone's assistance.

As a newcomer to the team, you will want to know more about your job, your work rules, your employee benefits, safety procedures and many other important issues relating to your position.

This handbook will help you become more familiar with our important policies and some procedures and answer many of your questions. It is essential that you read this booklet very carefully and understand it completely and abide by these rules.

We encourage you to ask any questions that you may have, so that you will understand all the guidelines that affect and govern your employment relationship with us.

We wish you every success in your new job and we trust that your association with our company will be both rewarding and satisfying.

<Business Owners Name(s)>

Directors

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SCOPE OF EMPLOYEE HANDBOOK

The policies contained within this employee handbook apply to all current, new employees and full time contractors of [LongEmployerName] (“The Company”). They do not form part of any employee’s contract of employment. Nor do they form part of any other workplace participant’s contract for services.

COMMENCEMENT OF POLICIES

The Policies contained within this employee handbook will commence from <Date to commence> and replace any other policies of The Company (whether written or not).

The Company reserves the right to vary, replace or terminate policies contained within this handbook from time to time.

EMPLOYEE ACKNOWLEDGEMENT

Upon completion of your review of this handbook, please sign the statement at the back of this handbook (page 57), and return it to <Person to Return to> within 7 days of the date of receipt handbook.