

IN-EMPhrm03

Employee handbook

[Month, Year]

Welcome to Your **Company name**

Dear staff member:

We're very happy to welcome you to **[name of Company]**. Thank you for joining us!
We want you to feel that your association []

Since **[year]**, **[name of Company]** has been a leading software development Company and now specializing in E-commerce development, Web based technology, Object Oriented technology emphasizing in-house or onsite development of custom built web based projects as well as individual consulting.

The policies, procedures, and programs outlined in this handbook are designed to serve as guidelines to keep you informed of relevant facts about your employment. They are not intended to create any kind of contractual relationship and are subject to change at Company's discretion, with or without notice. While the policies and procedures outlined in this manual should give you answers to most of the general questions you might have about your job or the Company's programs and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult the Management. We also welcome your

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working with Company like pleasant relationships and working conditions, career development,

Please read this handbook carefully and retain it for future use. Try to familiarise yourself with its contents as soon as possible, because it should answer many of your initial and ongoing questions about your

Once again, I welcome you and wish you success as we turn to face the

Sincerely,

Name:

Title:

No one will be denied opportunities or benefits on the basis of age, sex, colour, race, creed, national origin, religious persuasion, marital status, political belief, or disability

Purpose of This Manual

This Manual has been prepared to inform you about Company's history, philosophy, employment practices, and policies, as well as the benefits

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that

We hope this Manual will help you feel comfortable with us. We depend on you; your success is our success. Please don't hesitate to ask questions. Company's Management gladly answers them. We believe you will

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it

Company's policies, benefits and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and

Notice

The policies in this Manual are to be considered as guidelines. Company, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the President of company may alter or modify any of the policies in this Manual. No statement or promise by any other than a management representative may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate

This manual replaces [\[supersedes\]](#) all other

Receipt & Acknowledgement of company Employee Manual

This Employee Manual is an important document intended to help you become acquainted with Company. This Manual will serve as a guide; it is not

Because the general business atmosphere of Company and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of company. No changes in any benefit, policy or rule will be made without due

Please read the following statements and sign below to indicate your receipt

- I have received and read a copy of the Company Employee Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Company at any time.
[]
[].
- I am aware that during the course of my employment confidential information will be made available to me, i.e., project [and/or](#) product designs, marketing strategies, client lists, pricing policies and other related information. I understand that this information is critical to the success of Company and must not be given out or used outside of Company's premises or
- I understand that, should the content be changed in any way, Company may require an additional signature from me to
- I understand that my signature below indicates that I have read and understand the above statements and

Employee's Printed Name

Position:

Employee's Signature

Date:

Employer's Signature

Date:

An Overview of Company

History

[\[Give details\]](#)

Vision

Our vision is to deliver customer centric, cost effective and

To make sure that our solution continually supports client's business strategy, capitalizes on technology innovation,

Dominance for our clients in business is

Culture

Our culture is:

- Innovation: Thriving for continuous improvement.
- Urgency: Value time and clients concerns.
- Community: Creating a culture on trust and relationships.
- Leadership: Forming, allying and leading the
- Commitment: Committed to serve your best interests.
- Ownership: We are proud of the work we do.
- Honesty: Our best policy.

What can you expect from Company

Company's established employee relations policy is to:

1. Operate an economically successful business so that a consistent level
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, colour, race, creed, national origin, religious
3. Pay all employees according to their effort and contribution to

4. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits
5. Provide paid vacations and holidays to
6. Provide eligible employees with medical,
7. Dedicate ourselves to "Constant and -"
8. Develop competent people who understand and meet our objectives, and who accept with open minds the ,
9. Assure employees, after talking with their manager, an opportunity to
10. Make prompt and fair adjustment of any complaints, which may arise, in the everyday conduct of ,
11. Respect individual rights, and treat all employees
12. Maintain mutual respect in our working relationship.
13. Provide offices that are attractive, comfortable,
16. Keep all employees informed of the progress of Company, as well
17. Do all these things in a spirit of friendliness and cooperation so that Company will continue to "

What the company expects from you

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude and committed to culture of Company. How you interact with fellow employees and those whom the Company serves, and how you accept direction can affect the success of Company. In turn, the performance of one individual can impact the entire

You are encouraged to grasp opportunities for personal development that are offered to you. This Manual offers insight on how you can positively

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Company a Company where you can approach any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions

Remember, you help create the healthful, pleasant and safe working conditions that Company intends for you. Your dignity and that of

Company needs your help in making each working

Personnel Administration

The task of handling personnel records and related personnel administration functions at Company has been assigned to: [\[NAME OF OFFICER AND TITLE\]](#).

Questions regarding insurance,

Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items,

1. Legal name;
2. Home address;
3. Home /cell telephone number;
4. Person to call in case of emergency;
5. Number of dependents;
6. Marital status;

You may request and receive copies of all documents you have signed is kept in your own personnel file for

Employment Classifications

Full-Time Employees

At the time you are hired, you are classified as full-time, part-time or temporary employee. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual and communicated by Company apply to all employees, with the exception of certain wage, salary and time off

An employee who has successfully completed the Probation Period [\[see the Employment Policies section for definition\]](#) of employment and who works at least forty [40]

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time

Part-Time Employees

An employee who works less than a regular forty [\[40\]](#) hour work per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described

Temporary Employees

From time to time, Company may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee.

Normally, a temporary position will not exceed six [\[6\]](#) months in duration, unless specifically extended by

If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" [\[see the definition that follows\]](#)

[8] [40]

"Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." Employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight [\[8\]](#) hours per day or forty hours [\[40\]](#) per work week. These

Exempt employees are managers, executives, managers, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime. If you are an

Employment Policies

Anniversary Date

The first day you report to work is your " "

Confidential Information

Our clients entrust Company with important information relating to their businesses.

Your employment with Company assumes

As an employee of Company, you

Client Relations

The success of Company depends upon the quality of the relationships among Company, our employees and our clients. Our clients' impression of Company and

Here are several things

1. Act competently and
2. Communicate pleasantly
3. Follow up on requirements and questions promptly,
4. Take great pride

These are the building blocks

Equal Employment Opportunity

Company will provide equal employment opportunity without regard to race, color,

The policy applies to all areas of employment, including recruitment, hiring, training

It is the policy of Company to comply with all the relevant and applicable provisions of the Law of land. Company will not discriminate against any qualified employee or job applicant

Management is primarily responsible for seeing that Company's equal employment opportunity policies are

Harassment Policy

Company intends to provide a work environment that is pleasant, healthful, comfortable,

What Is Harassment?

Harassment can take many forms. It may be, but is

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favours, or any other verbal or physical contact

Responsibility

All Company employees have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether

Reporting

Any incidents of harassment must be immediately reported to a manager or management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated

Company accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances,

Drugs

Illegal drugs of any kind are not permitted at anytime or any place. Company may ask that you []

How You Were Selected

We carefully select our employees through telephonic interview, personal interview

This careful selection process helps Company to find and employ people who are concerned with their own personal success ;

Probation Period

Your first ninety [90] days of employment at Company are considered as Probation Period, and during that period you will not accrue benefits described in this

During this Probation Period, Company will evaluate your suitability for employment. If at [90] ,

At the end of the Probation Period, your manager will discuss your job performance with you. This review will

Please understand that completion of the Probation Period does not

A former employee who has been rehired after a separation

[1]

[90]

Job Descriptions

We maintain a job description for each

Knowledge of Company

Knowledge of the services and products of Company will help you avoid the “I don’t know” syndrome. Our clients’ confidence in you will

Non-Compete Agreement

All new Company’s employees are required to sign

Salesperson Agreement

When you are hired in or promoted to the position of salesperson, you will be asked to sign an agreement

Antecedent’s verification

Company may conduct a pre-employment credit check and/ or background check on all applicants who are offered and

Security Checks

Company may exercise its

Employment of Spouse

You are expected to declare the employment details of your spouse at the time of joining Company and

We Need Your Ideas

Remember, there may be areas in which Company's operation can be improved. These could be in service, development methods, equipment, communications, safety, ways to reduce costs,

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and

By accepting employment with us, you have a responsibility to Company and to your fellow employees to adhere to certain rules of behaviour and conduct. The

Disciplinary Actions

Unacceptable Activities

Company Management expects each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some

Occurrences of any of the following

- wilful violation of any Company rule;
- wilful violation of security or safety
- negligence or any careless
- being intoxicated or under the influence of Psychotropic substance drugs while at work;
- unauthorized possession of dangerous or
- engaging in criminal conduct or acts of violence, or making threats of

- insubordination or refusing to obey instructions properly
;
- threatening, intimidating or coercing
;
- engaging in an act of sabotage; wilfully or with gross
;
- theft of Company property or the property of fellow employees; unauthorized possession or removal
;
- dishonesty; wilful falsification or misrepresentation on your application for employment or other work
;
- violating the non-disclosure agreement; giving confidential or proprietary Company
;
- malicious gossip and/or spreading rumors; engaging in behaviour designed
;
- immoral conduct or indecency on Company property;
- conducting a lottery or gambling on Company premises.

Occurrences of any of the following activities, as well as violations of any Company rules

- unsatisfactory or careless work; failure to meet deadlines
;

- any act of harassment, sexual, ;
- sleeping on the ;
- excessive use of Company telephone for personal calls;
- creating or contributing to unsanitary conditions;
- failure to report ;
- obscene or abusive language toward any manager, employee ;
- failure to immediately ;
- soliciting during working hours and/or in working areas; selling merchandise or ;
- failure to maintain a neat and clean appearance in terms of ;

Disciplinary Actions

Unacceptable behaviour, which does

Verbal Warning;

Written Warning;

Dismissal.

Written warnings will include the reasons for the manager's dissatisfaction and supporting

All pertinent facts will be carefully reviewed, and the employee will be given a

Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but

1. theft;
2. falsification of Company records;
3. failure to follow safety practices;
4. conflict of interest;
5. threat of _____ ;
6. wilful or negligent destruction of property;
7. use and/ _____ ;
8. neglect of duty;
9. refusal to perform

Dismissal

Employment and compensation with Company is "at will" and that they can

If your performance is unsatisfactory due to lack of ability, failure to abide by Company rules

Wage & Salary Policies

It is Company's desire to pay wages and salaries that are competitive with other

You are employed by Company and will be carried directly on our payroll. No person

Application

Company applies the same principles of fairness and external

Salary and Commission

For all Company employees salary and commission will end at the

Computing Pay

Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may

[2000]

[8]

Deductions from salary

Company is required by law to make certain

Any other mandatory deductions to be made from your

Repayment of Company Loan

Funds you owe to Company may be deducted from

Error in pay

Every effort is made to avoid errors in calculation of your pay. If you believe

Pay Cycle

Payday is normally on the [1st]

Changes will be made and

Performance Review

Absence or Lateness

[3]

Excessive Absenteeism or Lateness

[5]

[90 -]

[3]

[90 -]

Record of Absence or Lateness

[3]

[5]

Kitchen Facility

The Benefits Package

Eligibility for Benefits

Temporary employees are not eligible for benefits.

Paid Leave of Absence

Holidays

Recognized Holidays

Republic Day

Independence Day

Holiday Policies

, [/] ,

[3]

Vacation, Holidays, Sick Days and Leave of Absence

," " "

Payment in Lieu of Vacation/leave/holidays

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Sick/Personal Leave

- , /

Unpaid Leaves of Absence

Disability [\[Including Pregnancy\]](#) Leave of Absence

[]

[30]

Accepting Other Employment or Going into Business While on Leave of Absence

Group Insurance

[35 %]
[65 %]

Travel & Entertainment

1. Coverage

2. Mileage Reimbursement Policy for local Travel

[@

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3. **Petty Cash**

[]

[15th]

4. **Documentation of Expenses**

[]

5. **Reimbursements**

[30th]

15th

Guidelines for Travel Expenses

[]
[] []
[]
: / []
/ []

Breakfast/lunch/Dinner [Amount]

/ .
:
:

Probing Closing Deals/Major Client Work

[] []

Dinner [Amount] [Amount]

Miscellaneous Expenses

[]
.] " ' & " '
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Dress Code/Personal Appearance

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.
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Exit Interviews

Gifts

Resolving Problems

Housekeeping

Payroll Advances

Office Monitoring Policy - Employee Use of Office Equipment, Telephone, Fax, Computers, etc

Unlawful use of telecommunications equipment

References

Return of Company Property

Security

-

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Substance Abuse

Explanatory notes:

Employee handbook

General notes:

1. You are advised to amend this document only so far as to make it applicable in the context of your business, industry or organisation.
2. A trial/probation period policy has been provided. References to this may be deleted if not required. We however, suggest that you retain it for the
3. Make it a point to have each and every employee acknowledge the receipt of a copy of the Policy Manual or having read it
4. We have created policy headlines on the issues relating to Confidentiality, non-compete and non-disclosure, you may have certain clarifications
5. What we have defined and detailed as Travel, holidays, leave, medical, insurance, absenteeism, lateness policies or other such headings are the standard formats for providing facilities to the employees or making provisions as such. In the
6. This Manual has been prepared to provide you with a readymade set of policy guidelines on the concept of employment practices. You can
7. With our document in your hand, you can have a

8. Our document has been designed to help users in the ;
,

9. The policy framework for

End of notes