

Creating and Implementing a Company Policy Manual

How to Ensure Your Employees Know What to Expect

In this day and age when everyone is very “sue happy” you must ensure that all of your employees know what the company’s position is on a number of issues relating to work.

It is very important to have and follow a clear company policy manual to avoid legal traps. If you are unsure what you as a company should do regarding sexual harassment, safety rules, time off, vacation etc., then you need to attend this class.

Setting clear, discernable rules and guidelines for your employees to follow is one of the best things you can do as an employer. It ensures that the employee knows what is expected of them as well as what they can expect from the company. It will minimize “read-between-the-lines” or “gray areas” of company communication by giving you examples of what to say and how to say it (or how not to say it)!

You will learn how to prepare and implement a company manual that creates policy on absence/leave of absence, alcohol, company conduct, company property (includes tools and vehicles), continuing education, disciplinary procedures, dress

HERE IS WHAT WE WILL COVER

- How to make and implement a company policy.
- Vacations, holidays, illness.
- Paid vs. Unpaid time off.
- Absence vs. Leave of absence.
- Work hours and overtime compensation.
- On-the-job conduct.
- Dress code and personal appearance.
- Company property policy and use.
- Sexual harassment policy.
- How to prevent violence at work.
- Policy on alcohol, drugs, and tobacco.
- Safety rules and regulations.
- Grievance procedure.
- Annual evaluations and employee performance.
- Disciplinary actions.
- Employee assistance program.
- Use of company vehicles.
- Outside work activities.
- Disciplinary procedures.
- Termination of employment.
- Drug testing consent form.
- No refrigerant venting policy form.
- Non-disclosure, non-solicitation, & non-compete agreement form.

code, drugs (covers cigarettes and controlled substances), employee performance evaluation, filing an employee grievance, illness, overtime, personal appearance on the job, paid time off (vs. unpaid), sexual harassment, uniforms, union, vacation, violence in the workplace, work hours, workplace injury, workplace safety and much more.

Each attendee will receive a comprehensive company policy manual that they can use in their own business. We will even provide attendee with the entire manual in MS Word® format.