



Employment Policy Manual Fact Sheet

This HVAC employment policy manual was created by Mr. HVAC LLC and is available from www.mrhvac.com

Quick Description

If you don't have a company policy manual, you need to get this one today. Topics included: Safety Policy, Sexual Harassment, Dress Code, Rules for Appearance (hair, sun glasses, etc.), Vacations, Sick Time, Time Off, Vehicle Care, Reasons for Immediate Termination, Probation Period, No Drug Policy, Drug Testing, and more. We also include a No Refrigerant Venting Policy and a comprehensive Non-Compete No-Solicitation Agreement. Are you thinking of creating your own? Let's face it; you cannot type one up for fifty bucks. This is a comprehensive policy manual written, used, and perfected by a successful dealer, not a college student. All of the documents are included in the download file - in MS Word 2007 format. Open it with Word, make changes, and print it out today. Pages are standard 8 1/2" x 11" and there approximately 12,000 words and 35 pages.

Here Are the Details

It is critical in today's business world to have a professionally designed company policy manual. It is comprehensive and has been successfully implemented by many HVAC dealers. This policy manual kit contains several important documents including the policy manual, non-compete non-solicitation agreements, non-refrigerant agreement, and training video on implementing the policy manual kit.

Employment policy manuals are critical in today's market place. Without written policies and procedures, that has been reviewed and signed by all employees, the owner of any small business is vulnerable to potentially devastating legal liability from sexual harassment, discrimination, and many others. Clearly written, comprehensive and legally valid policy manuals are requirements for running a small business. In addition, it is important to have written policies to prevent employees from soliciting customers, or even illegally venting refrigerant gases (without an employee signed agreement, the business owner can be held liable).

Designed By Experienced Consultants

The Employment Policy Manual was specifically designed by experienced and respected HVAC industry consultants to be used by HVAC dealers. The policy manual and related documents provide many benefits to your company, including clear behavior guidelines for employees, as well as limiting legal liability. The policy manual covers a range of topics relevant to an HVAC dealer addressing issues such as smoking in the clients home, dress codes, sexual harassment, discrimination, and much more.

Benefits to Employees

An employment policy manual lets employees (co-workers) know what is expected and what type of behavior is unacceptable and will not be tolerated. Policy manuals help protect co-workers from harassment and discrimination, and are written documents that demonstrate to employees your company's commitment to following employment regulations and laws.

Benefits to the HVAC Dealer

Clearly, it is foolish in today's business environment to operate a business, even a small business, without a professionally written, legally valid employment policy manual. Don't operate a business without properly implemented policy and procedures. This Employment Policy Manual is specifically designed for the HVAC industry.

Easy to Implement

The Employment Policy Manual kit is designed to be easily implemented. Don't reinvent the wheel! The kit comes with printed forms, documents on disk, easy-to-read instructions, and a training video created by a respected HVAC consultant. Simply read the instructions, modify the documents, have the manual reviewed by a lawyer, print the manual and you're ready to implement the Employment Policy system.

Forms Are Provided in the Download

The Employment Policy Manual and related documents are provided in a format that can be opened up in popular word processing software programs including Microsoft's Word®. You don't have to recreate the document - just modify company information (company name, address, etc.) All legal documents should be reviewed by your company's attorney.

Perfect Over Years of Use

This Employment Policy Manual has been implemented by many companies throughout the USA. The Employment Policy Manual has been modified and perfected over the years. Don't reinvent the wheel!

Why Use This Employment Policy Manual

There are many possible benefits to your company. 1) employees deserve to know what is expected of them. 2) companies without proper employment manuals are incurring significant but needless legal risk. 3) documented policy's are critical -- employees can always claim you told them to do something, leaving you legally responsible. 4) signed agreements (non-solicitation agreement) place legal responsibility on the employee to behave in accordance with your company's policies 5) The Employment Policy Manual system is easy to implement.