

AN EFFECTIVE EMPLOYEE HANDBOOK

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Dr Antonio Depasquale

22 June 2022



Introduction

- What is an Employee Handbook
- The purpose of an Employee Handbook
- Is it a lawyer's document?
- Organizing your Employee Handbook
- Contents of an Employee Handbook
- What should an Employee Handbook Look Like



What is an Employee Handbook?

- An accessible document outlining the rules, policies, guidelines, and expectations set for employees at one's place of employment
- Includes employer's commitments towards own employees
- It is basically the framework employees are working in and expected to comply with



The Purpose of an Employee Handbook

- Ensures employees are aware of policies, rules and expectations
- Allows for a better working environment
- Organises the employees working environment
- Allows for fairness & transparency (consistency), in turn promoting a positive work environment
- Educates employees
- Safeguards & protects the employer



A Lawyer's Document?

- User friendly document
- Assisting employees
- Benefiting employers & employees
- In line with laws and regulations (legal assistance)



Organizing Your Employee's Handbook

- Goes beyond legally required information and policies
- Build as you go along
- Recording its acknowledgement
- Updating as necessary
- Summarised versions



Contents of an Employee Handbook

- Workplace Policies (confidentiality, data protection, health & safety, harassment, whistle blowing, non-discrimination, employment of relatives)
- Code of Conduct (dress code, digital devices, conflict of interest, employee relationships, disciplinary proceedings)
- Employee Development (remuneration, training and development, performance management, rewarding employees)



What should an Employee Handbook look like

- Well organised and clearly written
- Inviting structure
- Easy to follow with short Sentences & simple language



Thank You

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