

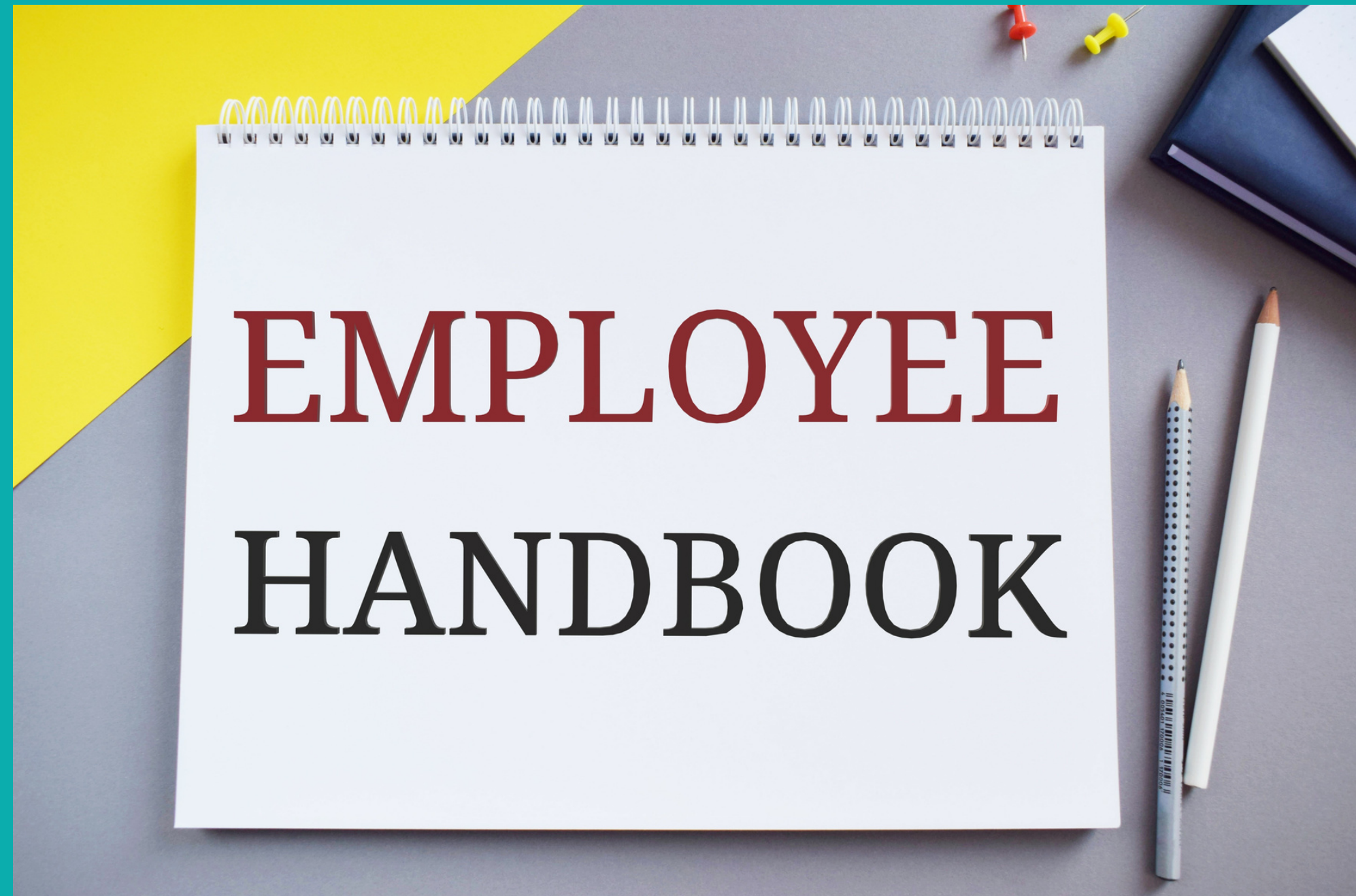
# Employee Handbooks

# Company Policies





**Do you have an employee handbook or a group of company policies?**



# How often should you update or review your handbook or policies?



EVERY  
YEAR!





# A review of your policies and handbook every year is good practice!

## Why?

- Each year state, local and federal laws change.
- Ways of working change each year.
- Culture and expectations can change year-to-year.
- Employees forget policies and need a refresher.





# What to do if your policies or handbook change?

- Have employees review newly updated policies.
- Call attention to policies that are feature answers to commonly asked questions or topics of interest that arise throughout the year.
- Require employees to sign off on their receipt of the new policies.
- Hold a meeting to review the changes or updates.
- Update potential departments impacted prior to implementing.

**POLICIES  
UPDATE**





# REMINDER

- Engaging handbooks are more likely to be read.
- Creating sections for easy digestion of the content is ideal.
- Minimizing the legal speak as much as possible will help employees to understand your policies.
- Providing a place or way for employees to ask questions is a great way to address their concerns or help them to understand a policy further.
- Developing policies that are built on trust allow your employees to respond favorably and use good judgment.



# Do I need a handbook and/or policies?

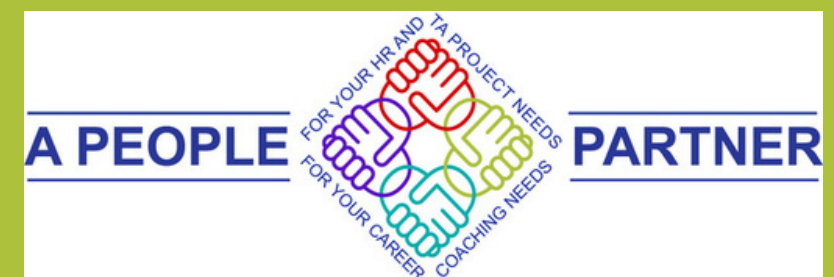
If you're a company with **1** or more employees...then a handbook is necessary!





# Why do I need a handbook/policies for 1 or more employees?

- Allows expectations to be set and understood by all.
- Gives your organization a sense of culture and identity.
- Provides guiding principles and practices that your company chooses to operate with.
- Reduces the company's exposure to legal violations.





ARE YOU  
READY?





# Contact A People Partner, LLC

- [alysasouthall@apeoplepartnerllc.com](mailto:alysasouthall@apeoplepartnerllc.com)
- 978-225-3102
- <https://www.linkedin.com/company/a-people-partner-llc/>

