
[Company Name] Employee Handbook

A comprehensive guide to company policies, workplace expectations, and employee benefits.

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Effective Date: [Date]

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Welcome

Welcome Statement

Welcome to [Company Name]. We are glad you have chosen to join our team.

This Employee Handbook has been prepared to provide you with a clear understanding of our policies, procedures, and expectations. It serves as a reference guide throughout your employment and reflects our commitment to maintaining a fair, respectful, and productive workplace for every member of our organization.

We encourage you to read this handbook carefully and keep it accessible for future reference. If you have questions about any policy or procedure outlined here, please contact your supervisor or the Human Resources department.

We look forward to a successful and rewarding working relationship.

Sincerely,
[Leadership Name]
[Title]

Company Mission and Values

Our Mission

[Insert company mission statement here.]

Our Core Values

[Company Name] is guided by the following core values in all aspects of our operations:

- **Integrity** — We conduct business honestly and ethically in every interaction.
- **Respect** — We treat all employees, clients, and partners with dignity and fairness.
- **Excellence** — We hold ourselves to high standards and strive for continuous improvement.

- **Collaboration** — We believe that teamwork drives better outcomes for our employees and the people we serve.
- **Accountability** — We take ownership of our responsibilities and deliver on our commitments.

About This Handbook

This Employee Handbook is designed to acquaint you with [Company Name] and provide you with information about working conditions, employee benefits, and the policies affecting your employment. It applies to all employees regardless of position, classification, or work location, and supersedes all prior handbooks and written policies on subjects covered herein.

[Company Name] reserves the right to revise, modify, or add to any policies described in this handbook at any time, with or without prior notice. When changes are made, employees will be notified in a timely manner.

IMPORTANT NOTICE

This handbook is not intended to create, nor does it constitute, a contract of employment, express or implied, nor does it guarantee employment for any specific duration.

At-Will Employment Disclaimer

AT-WILL EMPLOYMENT

Employment with [Company Name] is "at-will." This means that either you or [Company Name] may terminate the employment relationship at any time, for any reason, with or without cause, and with or without notice.

Nothing in this handbook or any other document shall limit the right of either party to terminate employment at will. No manager, supervisor, or employee of [Company Name] has the authority to enter into an agreement for employment other than at-will. Only [authorized title] may make such an agreement, and it must be in writing and signed by both parties to be enforceable.

STATE-SPECIFIC REQUIREMENTS

Some states impose additional notice or procedural requirements related to at-will employment. Your handbook will be customized to reflect the laws of [State].

Employment Policies

Equal Employment Opportunity (EEO)

[Company Name] is an equal opportunity employer and is committed to providing a workplace free from discrimination and harassment. In accordance with applicable federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act (GINA), and the Equal Pay Act, [Company Name] does not discriminate against any employee or applicant for employment on the basis of:

- Race or color
- Religion or creed
- National origin or ancestry
- Sex, gender, or gender identity
- Sexual orientation
- Age (40 and over)
- Disability (physical or mental)
- Genetic information
- Veteran or military status
- Marital or familial status
- Pregnancy, childbirth, or related medical conditions
- Any other characteristic protected by applicable federal, state, or local law

This policy applies to all terms and conditions of employment, including hiring, promotion, termination, compensation, and training. Any employee who believes they have been subjected to discrimination should report the matter immediately using the procedures outlined in the Anti-Harassment Policy below. [Company Name] prohibits retaliation against any individual who reports discrimination or participates in an investigation.

STATE-SPECIFIC REQUIREMENTS

Many states and municipalities provide protections for additional categories not listed above. Your handbook will be customized to include all applicable protections under [State] law.

Anti-Harassment and Anti-Discrimination Policy

Purpose and Scope

[Company Name] is committed to maintaining a work environment that is free from harassment, discrimination, and retaliation. This policy applies to all employees, applicants, interns, volunteers, contractors, vendors, clients, and any other individuals with whom employees interact in the course of their work, regardless of whether the conduct occurs on company premises, at company-sponsored events, during business travel, or through electronic communications.

Harassment and discrimination based on any legally protected characteristic — including but not limited to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, or any other category protected under federal, state, or local law — are strictly prohibited.

Definition of Harassment

Harassment is unwelcome conduct based on a protected characteristic that:

- 1. Creates a hostile work environment** — conduct that is sufficiently severe or pervasive to alter the conditions of employment and create an environment that a reasonable person would consider intimidating, hostile, or abusive; or
- 2. Results in a tangible employment action** — conduct where submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual (also known as "quid pro quo" harassment).

Harassment can take many forms, including but not limited to:

- **Verbal harassment:** Slurs, epithets, derogatory comments, jokes, insults, name-calling, ridicule, or mockery based on a protected characteristic; unwelcome comments about a person's body, appearance, or personal life; threats or intimidation.

- **Physical harassment:** Unwelcome touching, assault, physical interference with normal work or movement, or intimidating physical conduct.
- **Visual harassment:** Displaying derogatory posters, cartoons, drawings, images, or gestures; distributing offensive written or graphic material.
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, including but not limited to:
 - Unwanted flirting, propositions, or pressure for dates
 - Sexually suggestive comments, jokes, or innuendos
 - Displaying sexually explicit images or materials
 - Unwelcome physical contact of a sexual nature
 - Conditioning any term of employment on submission to sexual conduct
- **Electronic harassment:** Sending offensive emails, text messages, social media posts, or other digital communications related to a protected characteristic.

KEY POLICY POINT

A single incident of harassment, if sufficiently severe, can constitute a violation of this policy. Conduct does not need to be repeated to be actionable.

Reporting Procedures

Any employee who experiences, witnesses, or becomes aware of conduct that may constitute harassment, discrimination, or retaliation must report it promptly through any of the following channels:

1. **Direct Supervisor or Manager** — Unless the supervisor is the subject of the complaint
2. **Human Resources Department** — Contact [HR Contact Name] at [HR email/phone]
3. **Senior Management** — Contact [designated senior leader] at [contact information]
4. **Anonymous Reporting** — [If applicable, describe reporting mechanism]

Reports may be made verbally or in writing and should include the name(s) of the individual(s) involved, a description of the conduct with dates and locations, the names of any witnesses, and any supporting evidence.

Investigation Process

[Company Name] takes all reports of harassment, discrimination, and retaliation seriously and will promptly and thoroughly investigate every complaint. The investigation process includes the following steps:

- 1. Acknowledgment:** The investigator will acknowledge receipt of the complaint within two (2) business days.
- 2. Interim Measures:** Where appropriate, [Company Name] may implement interim protective measures such as temporary reassignment or schedule changes pending the investigation outcome.
- 3. Investigation:** The investigator will interview the complainant, the accused, and relevant witnesses, and review pertinent documents and evidence.
- 4. Confidentiality:** Information will be shared only with those who have a legitimate need to know.
- 5. Findings and Resolution:** The investigator will document findings and recommend corrective action. Both parties will be informed of the outcome.
- 6. Corrective Action:** If a violation is confirmed, corrective action may include counseling, written warning, suspension, demotion, transfer, or termination, depending on the severity of the conduct.

Prohibition Against Retaliation

[Company Name] strictly prohibits retaliation against any employee who, in good faith, reports a concern under this policy or participates in an investigation. Retaliation includes adverse employment actions such as termination, demotion, reduction in pay, or increased scrutiny. Individuals found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.

Manager and Supervisor Responsibilities

All managers and supervisors have a heightened responsibility to model professional behavior, immediately report any harassment or retaliation they witness or are informed of, cooperate fully with investigations, and protect employees from retaliation. Failure to report known or suspected violations may result in disciplinary action, up to and including termination.

STATE-SPECIFIC REQUIREMENTS

Several states, including California, New York, Illinois, Connecticut, Delaware, and Maine, mandate specific anti-harassment training requirements. Your handbook will be customized to reflect all applicable training and policy requirements under [State] law.

Americans with Disabilities Act (ADA) Accommodation

[Company Name] complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008, and all applicable state and local disability discrimination laws. [Company Name] does not discriminate against any qualified individual with a disability in any aspect of employment, including application, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

[Company Name] will provide reasonable accommodation to qualified individuals with a known physical or mental disability, unless doing so would impose an undue hardship on business operations. Reasonable accommodations may include modifications to the work environment, adjusted work schedules, reassignment to a vacant position, acquisition or modification of equipment, or modifications to policies and procedures.

Requesting an Accommodation

Employees who require an accommodation should submit a request to their supervisor or Human Resources. The request may be made verbally or in writing. Upon receiving a request, [Company Name] will engage in an interactive process with the employee to identify effective accommodations. Employees may be asked to provide supporting medical documentation. All medical information will be kept confidential in accordance with applicable law.

STATE-SPECIFIC REQUIREMENTS

Some states provide broader disability protections than the ADA. Your handbook will be customized to address all applicable requirements under [State] law.

Workplace Conduct

Code of Conduct

[Company Name] expects all employees to conduct themselves with professionalism, honesty, and respect in all business interactions. Employees are representatives of the organization, and their behavior reflects on the company as a whole.

All employees are expected to:

- Comply with all applicable federal, state, and local laws and regulations
- Follow all company policies, procedures, and directives
- Treat colleagues, clients, vendors, and all other individuals with courtesy and respect
- Perform their duties to the best of their abilities
- Maintain a safe, clean, and productive work environment
- Report violations of law, policy, or ethical standards through appropriate channels
- Avoid conflicts of interest and disclose any potential conflicts to management

Conduct that is disruptive, dishonest, unethical, or in violation of company policies may result in disciplinary action, up to and including termination of employment. Examples of prohibited conduct include, but are not limited to: theft, dishonesty, or fraud; insubordination; workplace violence, threats, or intimidation; possession of weapons on company premises (unless authorized by law); use or possession of illegal drugs or alcohol during work hours; falsification of company records or timekeeping documents; and unauthorized disclosure of confidential information.

EMPLOYER DISCRETION

[Company Name] reserves the right to determine the appropriate level of discipline for any given situation and is not required to follow a progressive discipline process.

Dress Code Policy

[Company Name] expects all employees to present a professional appearance that is appropriate for their role and work environment. While specific attire requirements may vary by department or position, all employees are expected to maintain neat, clean, and appropriate dress at all times during working hours.

Clothing should be clean, in good repair, and appropriate for the nature of the work performed. Employees who interact with clients or the public should dress in business or business-casual attire unless otherwise directed. Safety-related dress requirements, including personal protective equipment (PPE), must be followed at all times where applicable.

[Company Name] will reasonably accommodate dress code modifications required by sincerely held religious beliefs, medical conditions, or disabilities, in accordance with applicable law.

CUSTOMIZATION NOTE

Your customized handbook will include industry-specific dress code guidelines tailored to your workplace.

Social Media Policy

[Company Name] recognizes that employees may use social media platforms for personal communication and expression. This policy provides guidelines for responsible social media use to protect both the company and its employees.

Employees must not use personal social media during working hours in a manner that interferes with their job duties, disclose confidential or proprietary information, or make statements on behalf of [Company Name] unless specifically authorized. Employees should be mindful that their online activity may reflect on the company and must not use social media to harass, threaten, or discriminate against coworkers.

Only expressly authorized employees may post on official [Company Name] social media accounts.

NLRA PROTECTED RIGHTS

Nothing in this policy is intended to restrict employees' rights under Section 7 of the National Labor Relations Act (NLRA) to engage in protected concerted activity, including discussing wages, hours, and other terms and conditions of employment.

Confidentiality and Non-Disclosure

During the course of employment, employees may have access to confidential, proprietary, or sensitive information belonging to [Company Name], its clients, vendors, or business partners. Employees have a duty to protect such information and use it only for legitimate business purposes.

Confidential information includes, but is not limited to: client and customer lists and data; financial data, pricing, and business strategies; proprietary processes, methods, and technology; employee records and personnel information; trade secrets and intellectual property; and any information designated as confidential by [Company Name].

Employees must not disclose confidential information to unauthorized individuals, must not use it for personal gain, must secure all confidential materials, and must return all confidential information and company property upon separation from employment. This obligation continues after termination. Violation may result in disciplinary action, up to and including termination, and may subject the employee to legal liability.

NLRA PROTECTED RIGHTS

Nothing in this policy is intended to prevent employees from exercising their rights under the National Labor Relations Act or from reporting potential violations of law to any governmental agency.

Compensation and Benefits

Pay Periods and Methods

[Company Name] pays employees on a [weekly / biweekly / semi-monthly / monthly] basis. Payday is [day of week or date(s)]. If a regularly scheduled payday falls on a bank holiday, employees will be paid on the preceding business day.

Employees are paid by [direct deposit / check / pay card]. All employees are encouraged to enroll in direct deposit, which allows wages to be deposited directly into the bank account(s) of the employee's choosing. Enrollment forms are available from [Human Resources / Payroll].

Each employee will receive an earnings statement detailing gross pay, deductions, and net pay. Employees should review their statements carefully and report discrepancies to [Payroll / Human Resources] immediately.

[Company Name] will make all deductions required by federal, state, and local law, including federal and state income taxes, Social Security (FICA), and Medicare. Additional voluntary deductions will be made only with the employee's written authorization. [Company Name] does not make improper deductions from exempt employee salaries. Any suspected improper deduction should be reported to [Payroll / Human Resources] immediately for prompt investigation and reimbursement.

Overtime Policy

[Company Name] complies with the Fair Labor Standards Act (FLSA) and all applicable state and local wage and hour laws regarding overtime compensation.

Non-exempt employees are entitled to overtime pay at one and one-half (1.5) times their regular hourly rate for all hours worked in excess of forty (40) in a workweek. The workweek begins on [day] at [time] and ends on [day] at [time]. All overtime must be authorized in advance by a supervisor. However, [Company Name] will compensate all hours worked regardless of authorization, in compliance with applicable law.

Exempt employees are not eligible for overtime pay and are expected to work the hours necessary to fulfill their responsibilities.

COMPLIANCE REQUIREMENT

All non-exempt employees must accurately record all hours worked. Falsifying time records is strictly prohibited and may result in termination.

STATE-SPECIFIC REQUIREMENTS

Some states have daily overtime thresholds, different overtime rates, or additional wage and hour requirements. Your handbook will be customized to reflect the laws of [State].

Paid Time Off (PTO)

[Company Name] provides paid time off to eligible employees for rest, personal matters, and vacation. PTO accrues based on the employee's length of service as follows:

LENGTH OF SERVICE	ANNUAL PTO ACCRUAL
0 – 1 year	[X] days per year
1 – 5 years	[X] days per year
5+ years	[X] days per year

PTO begins accruing on the date of hire and is available for use as it accrues. Employees must submit PTO requests at least [X] days in advance for planned absences. Requests are subject to business needs and staffing requirements. Unused PTO [may / may not] be carried over, up to a maximum of [X] days. Upon separation, accrued but unused PTO [will / will not] be paid out in accordance with applicable [State] law.

STATE-SPECIFIC REQUIREMENTS

Some states require payout of accrued PTO upon termination or restrict use-it-or-lose-it policies. Your handbook will be customized to comply with [State] law.

Holidays

[Company Name] observes the following paid holidays each calendar year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Eligible employees will receive their regular rate of pay for each observed holiday.

[Company Name] respects employees' diverse religious and cultural observances. Employees who wish to observe a religious holiday not listed above may request time off using PTO or request an unpaid absence.

Leave Policies

Family and Medical Leave (FMLA)

[Company Name] complies with the Family and Medical Leave Act of 1993 (FMLA) and provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave during any twelve-month period for the following qualifying reasons:

- The birth of a child and to care for the newborn child within one year of birth
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child within one year of placement
- To care for the employee's spouse, child, or parent who has a serious health condition
- A serious health condition that makes the employee unable to perform the essential functions of their job
- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty or has been called to active duty

Eligible employees may also take up to twenty-six (26) weeks of leave during a single twelve-month period to care for a covered servicemember with a serious injury or illness (Military Caregiver Leave).

Eligibility:

To be eligible, an employee must have been employed for at least twelve (12) months, worked at least 1,250 hours in the preceding twelve months, and worked at a location where [Company Name] employs fifty (50) or more employees within seventy-five (75) miles.

Notice and Certification:

When the need for leave is foreseeable, employees must provide at least thirty (30) days' advance notice. When unforeseeable, notice must be provided as soon as practicable. [Company Name] may require medical certification from a healthcare provider to support a request for leave.

Benefits and Return to Work:

During approved FMLA leave, [Company Name] will maintain group health insurance coverage under the same terms as if the employee had continued to work. Upon return, the employee will be restored to the same or an equivalent position with equivalent pay, benefits, and other terms of employment.

STATE-SPECIFIC REQUIREMENTS

Many states provide additional family and medical leave protections with different eligibility thresholds, longer leave durations, or paid leave benefits. Your handbook will be customized to incorporate all applicable leave laws under [State] law.

Jury Duty Leave

[Company Name] recognizes the civic obligation of jury duty and supports employees who are called to serve. Employees who receive a jury duty summons must notify their supervisor as soon as possible and provide a copy of the summons.

Employees will be [paid / unpaid] for time spent on jury duty for up to [X] days. [Non-exempt employees will receive their regular rate of pay for scheduled work hours missed due to jury service.] Employees are expected to return to work on any day or partial day when they are released from jury service if a reasonable amount of the workday remains.

[Company Name] will not terminate, threaten, or otherwise take adverse action against any employee for serving on a jury, in compliance with applicable federal, state, and local laws.

STATE-SPECIFIC REQUIREMENTS

Many states require employers to provide paid or unpaid leave for jury duty and prohibit retaliation. Your handbook will be customized to comply with [State] law.

Bereavement Leave

[Company Name] understands the importance of allowing employees time to grieve and attend to matters following the death of a loved one. Eligible employees may take bereavement leave as follows:

- **Immediate family member** (spouse, domestic partner, child, parent, sibling, grandparent, grandchild, parent-in-law): Up to [3–5] consecutive days of paid leave
- **Extended family member** (aunt, uncle, niece, nephew, cousin, brother-in-law, sister-in-law): Up to [1–3] days of paid leave

Employees should notify their supervisor as soon as practicable when requesting bereavement leave. [Company Name] may request documentation, such as an obituary or memorial service program, to verify the need for leave.

Additional time off beyond the allotted bereavement leave may be taken using available PTO, or employees may request unpaid leave at the discretion of management.

STATE-SPECIFIC REQUIREMENTS

Some states mandate bereavement leave with specific requirements. Your handbook will be customized accordingly.

Military Leave (USERRA)

[Company Name] complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and all applicable state military leave laws. Employees who are members of the uniformed services are entitled to a leave of absence for military service.

Key Provisions:

- Employees should provide advance notice of military service unless military necessity prevents it
- Employees on military leave will not be terminated or denied any benefit of employment due to their service
- Health insurance coverage may be continued for up to twenty-four (24) months during military leave
- Upon return from qualifying military leave, the employee will be promptly reemployed in the position they would have attained had they not been absent, with full seniority, status, and pay

- Employees must report back to work or apply for reemployment within the timeframes prescribed by USERRA

[Company Name] strictly prohibits discrimination or retaliation against any employee based on their military service, obligations, or status.

STATE-SPECIFIC REQUIREMENTS

Many states provide additional protections for service members. Your handbook will be customized to include all applicable state military leave requirements.

ACKNOWLEDGMENT

Acknowledgment of Receipt

Employee Handbook Acknowledgment Form

I, _____ (print name), acknowledge that I have received a copy of the [Company Name] Employee Handbook, effective [Date].

I understand that:

- 1. I am responsible for reading and understanding the contents of this handbook.** I agree to familiarize myself with the policies, procedures, and expectations described herein.
- 2. This handbook is not a contract of employment.** Nothing in this handbook creates an express or implied contract of employment or a guarantee of employment for any definite period.
- 3. My employment is at-will.** Either I or [Company Name] may terminate the employment relationship at any time, for any lawful reason, with or without cause or notice.
- 4. The policies in this handbook may be modified.** [Company Name] reserves the right to revise or discontinue any policy in this handbook at any time, with or without prior notice.
- 5. I should direct questions to Human Resources.** If I have questions about any policy in this handbook, I will contact my supervisor or the Human Resources department.

EMPLOYEE SIGNATURE

PRINTED NAME

DATE

FOR HR USE ONLY

RECEIVED BY

DATE RECEIVED

NOTES

Swift.**Handbook**

Your Handbook, Built for Your Business

This is an example document demonstrating the structure and quality of a SwiftHandbook employee handbook. Your custom handbook will be tailored to your specific state laws, industry regulations, and company policies.



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