



connectsUs HR™
FOR SMALL BUSINESS & CONSULTANTS



Your Company Name
HR | Orientation Manual

Table of Contents

INTRODUCTION.....	9
<i>Welcome</i>	9
<i>About This HR Manual (the “Manual”).....</i>	9
STAFF POLICIES.....	10
Overview	10
<i>About Staff Policies</i>	10
<i>Terminology Used in This Manual (“Terminology”).....</i>	11
<i>Who Do ‘Staff Policies’ Apply To?</i>	11
<i>How Are Topics Structured?.....</i>	12
Conditions of Your Engagement	14
<i>Sign-Off on Staff Policies</i>	14
<i>Consequences of Non-Adherence to ‘Staff Policies’</i>	15
<i>No Expectation to Workplace Privacy.....</i>	15
<i>When You Leave the Company</i>	16
<i>Employee Benefits Plan Participation & Long-Term Absence.....</i>	17
Conduct Expectations.....	18
<i>Code of Conduct</i>	18
<i>Off-Duty Conduct</i>	18
<i>Confidentiality Agreement.....</i>	19
<i>Non-Competition, Non-Solicitation, & Non-Disparagement Agreement.....</i>	22
<i>Intellectual Property.....</i>	23
<i>Use of Technology Tools & Electronic Communication.....</i>	24
<i>Information Technology Security</i>	31
<i>Personal Activities in the Workplace.....</i>	37
<i>Impairment-Free Workplace.....</i>	38
<i>Insider Trading</i>	39
<i>Dating Co-Workers.....</i>	40
<i>Whistle-Blower Policy.....</i>	43
<i>Conflict of Interest.....</i>	44
<i>Teleworking Policy</i>	45

<i>Gifts & Gratuities</i>	47
<i>Solicitation on Company Premises</i>	48
<i>Appropriate Office Attire</i>	49
<i>Intoxication at Company Events</i>	50
<i>Use of Mobile Devices</i>	51
<i>Temporarily Borrowing or Taking Company Materials Off Premises</i>	53
<i>External Company Communications</i>	54
Attendance, Reporting Hours & Payroll	56
<i>Attendance</i>	56
<i>Lunch & Breaks</i>	56
<i>Overtime</i>	57
<i>Approving, Communicating, & Recording Absences</i>	59
<i>Payroll & Pay Day</i>	62
HUMAN RESOURCES	63
<i>Who Does this Human Resources Section Apply To?</i>	63
Orientation & Onboarding.....	63
<i>New Employee Orientation</i>	63
Legislated Policies	64
<i>Health & Safety</i>	64
<i>Prevention of Harassment & Discrimination</i>	66
<i>Prevention of Workplace Violence</i>	70
<i>Impairment & Substance Dependency</i>	73
<i>Smoke-Free Workplace</i>	76
<i>Protected Grounds — Duty to Accommodate</i>	76
<i>PIPA Privacy Compliance Policy</i>	77
<i>Privacy of Employee Personal Information</i>	80
<i>Garnishments</i>	81
Legislated Leaves	83
<i>Continuing Benefits & Seniority While on Leave</i>	83
<i>Vacation</i>	83
<i>Public Holidays</i>	86
<i>Maternity & Parental Leave</i>	89

<i>Compassionate Care Leave</i>	91
<i>Critical Illness Leave</i>	93
<i>Long Term Illness and Injury Leave</i>	94
<i>Bereavement Leave</i>	95
<i>Personal and Family Responsibility Leave</i>	96
<i>Domestic Violence Leave</i>	97
<i>Death or Disappearance of Child Leave</i>	98
<i>Reservist Leave</i>	99
<i>Citizenship Ceremony Leave</i>	99
<i>Time Off to Vote</i>	100
Other Employee Leaves & Closures	102
<i>Sick, Personal & Short-Term Disability Leave (SPS Leave) — Option 1</i>	102
<i>Incidental Illness & Personal Time — Option 2</i>	109
<i>Short-Term Disability (STD) & Long-Term Disability (LTD) Benefits — Option 2</i>	112
<i>Unscheduled Office Closures</i>	113
<i>Personal Leave of Absence</i>	114
Rewards & Benefits	116
<i>Variable Pay Rewards</i>	116
<i>Health Care Benefits</i>	116
<i>Flexible Work Schedule</i>	118
<i>Company-Paid Parking & Mobile Device Benefits</i>	121
<i>Wellness Benefits</i>	122
<i>Retirement Plan</i>	123
<i>Job Descriptions</i>	125
Employee Development, Performance, & Exit	126
<i>Probationary Period</i>	126
<i>Performance Reviews</i>	126
<i>Performance Improvement Plan (PIP)</i>	127
<i>Training & Development</i>	129
<i>Computer Training</i>	132
<i>Professional Memberships</i>	133
<i>Employee Resignation & General Exit Procedures</i>	134

Hiring.....	136
<i>Applying for Open Job Postings.....</i>	<i>136</i>
<i>Candidate Referral Bonus Program</i>	<i>137</i>
<i>Re-Hiring Former Employees.....</i>	<i>139</i>
<i>Hiring Family Members & Friends.....</i>	<i>140</i>
ABOUT THE COMPANY	143
About Us.....	143
<i>Vision & Mission.....</i>	<i>143</i>
<i>Definition of Business Success.....</i>	<i>143</i>
<i>Business Priorities for <YEAR>.....</i>	<i>145</i>
<i>Service Philosophy.....</i>	<i>146</i>
<i>Competitors.....</i>	<i>147</i>
<i>Company History.....</i>	<i>148</i>
<i>Organizational Chart.....</i>	<i>148</i>
Our Culture	149
<i>Core Values</i>	<i>149</i>
<i>Culture.....</i>	<i>149</i>
<i>Giving Back.....</i>	<i>151</i>
<i>Service Recognition Awards</i>	<i>152</i>
<i>Annual Recognition Awards.....</i>	<i>153</i>
<i>Recognizing & Celebrating Employee Personal Milestones</i>	<i>154</i>
<i>All-Hands Meetings.....</i>	<i>156</i>
<i>Lunch & Learns.....</i>	<i>157</i>
<i>Social Events.....</i>	<i>157</i>
<i>Treat Days</i>	<i>158</i>
Our Brand	159
<i>Our Brand.....</i>	<i>159</i>
<i>Elevator Pitch</i>	<i>159</i>
<i>Our Logos & Branding Guidelines</i>	<i>159</i>
OUR PRACTICES.....	161
Information Technology	161
<i>IT Technical Support.....</i>	<i>161</i>

<i>Computer Equipment Upgrade Cycles</i>	162
<i>Our Printers</i>	162
Communicating in the Workplace	164
<i>Conflict Resolution & Communication</i>	164
<i>Effective Email Communication & Etiquette</i>	165
<i>Email Signatures</i>	169
<i>Running Effective Meetings</i>	169
<i>Suggestions in the Workplace</i>	173
<i>Exit Interviews</i>	173
Security	174
<i>Emergency Contacts</i>	174
<i>Key Cards, Access to Premises, & Lock-Up</i>	175
<i>Visitors</i>	176
Expenses & Fiscal Responsibility	178
<i>Fiscal Responsibility</i>	178
<i>Expense Reporting</i>	178
<i>Accounts Payable & Expense Approval</i>	179
<i>Travel Expenses</i>	181
<i>Department Codes</i>	187
Facilities	189
<i>First Aid</i>	189
<i>Office Map</i>	189
<i>Our Lunchroom</i>	189
<i>Bulletin Boards</i>	190
<i>Our Individual Work Space</i>	191
<i>Nursing Mothers</i>	193
<i>Facility Temperature Control</i>	193
<i>Facility Lights</i>	194
<i>Shower Facilities</i>	194
<i>Parking Information & Safety</i>	195
Office Equipment & Phones	197
<i>Our Office Equipment</i>	197

<i>Telephone System & Voice Mail</i>	199
<i>Long Distance Calls</i>	200
<i>Conference Call Procedures</i>	201
Meeting Logistics	201
<i>Scheduling Internal Meetings</i>	201
<i>Meeting Rooms</i>	202
Other Office Services	205
<i>Associations & Subscriptions (Memberships)</i>	205
<i>Business Cards</i>	206
<i>Office Supplies</i>	206
<i>Mail & Couriers</i>	207
<i>Central Filing System</i>	207
<i>Swag</i>	208
<i>Fax Procedures</i>	209
External Services	210
<i>Taxi Cabs</i>	210
<i>Catering</i>	210
<i>Dry Cleaning Services</i>	211
FORMAL TERMS & DEFINITIONS	212
<i>Agency Staff</i>	212
<i>the Code</i>	212
<i>the Company</i>	212
<i>Company Materials</i>	212
<i>Company Stakeholders</i>	213
<i>Confidential Information</i>	213
<i>Consultant</i>	215
<i>Core Hours</i>	215
<i>Direct Reports</i>	215
<i>Discrimination</i>	215
<i>Electronic Communication(s)</i>	216
<i>employee</i>	216
<i>Engagement</i>	217

<i>Engagement Agreement</i>	217
<i>Everyone</i>	217
<i>Harassment</i>	218
<i>Human Rights Act (the "AHR Act")</i>	220
<i>Independent Contractor</i>	220
<i>Intoxicated (Intoxication, Intoxicate)</i>	221
<i>Job Abandonment</i>	221
<i>Job Applicant</i>	221
<i>Just Cause</i>	221
<i>Legal Substance</i>	221
<i>Manager</i>	221
<i>Manual</i>	222
<i>Misconduct</i>	222
<i>Mobile Devices</i>	223
<i>Off-Duty Misconduct</i>	223
<i>Personal Activities</i>	223
<i>Protected Grounds</i>	224
<i>Reasonable Person</i>	225
<i>Regular Business Hours</i>	225
<i>Standard Work Week</i>	225
<i>Social Media</i>	225
<i>Staff</i>	226
<i>Staff Member</i>	226
<i>Staff Policies</i>	226
<i>Technology Tools</i>	226
<i>Undue Hardship</i>	227
<i>Volunteer</i>	227
<i>Workplace</i>	228
<i>Workplace Violence</i>	228
<i>Work Product</i>	229