



**connectsUs™**  
HR Toolkits for Small Business



**Your Company Name**  
**HR | Orientation Manual**

## Table of Contents

<b>INTRODUCTION.....</b>	<b>8</b>
<i>Welcome .....</i>	8
<i>About This HR Manual (the “Manual”) .....</i>	8
<b>STAFF POLICIES.....</b>	<b>9</b>
<b>Overview .....</b>	<b>9</b>
<i>About Staff Policies .....</i>	9
<i>Terminology Used in This Manual (“Terminology”) .....</i>	10
<i>Who Do ‘Staff Policies’ Apply To? .....</i>	10
<i>FAQ.....</i>	11
<b>Conditions of Your Engagement .....</b>	<b>13</b>
<i>Sign-Off on Staff Policies .....</i>	13
<i>Consequences of Non-Adherence to ‘Staff Policies’ .....</i>	14
<i>No Expectation to Workplace Privacy .....</i>	14
<i>When You Leave the Company .....</i>	15
<i>Employee Benefits Plan Participation &amp; Long-Term Absence .....</i>	16
<b>Conduct Expectations.....</b>	<b>17</b>
<i>Code of Conduct .....</i>	17
<i>Off-Duty Conduct .....</i>	17
<i>Confidentiality Agreement .....</i>	18
<i>Non-Competition.....</i>	21
<i>Non-Solicitation.....</i>	22
<i>Non-Disparagement Agreement .....</i>	23
<i>Intellectual Property.....</i>	23
<i>Use of Technology Tools &amp; 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>Gifts &amp; Gratuities</i> .....	45
<i>Solicitation on Company Premises</i> .....	46
<i>Appropriate Office Attire</i> .....	47
<i>Intoxication at Company Events</i> .....	48
<i>Use of Mobile Devices</i> .....	49
<i>Temporarily Borrowing or Taking Company Materials Off Premises</i> .....	51
<i>External Company Communications</i> .....	52
<b>Attendance, Reporting Hours &amp; Payroll</b> .....	<b>55</b>
<i>Attendance</i> .....	55
<i>Lunch &amp; Breaks</i> .....	55
<i>Overtime</i> .....	56
<i>Approving, Communicating, &amp; Recording Absences</i> .....	58
<i>Payroll &amp; Pay Day</i> .....	61
<b>HUMAN RESOURCES</b> .....	<b>62</b>
<i>Who Does this Human Resources Section Apply To?</i> .....	62
<b>Orientation &amp; Onboarding</b> .....	<b>62</b>
<i>New Employee Orientation</i> .....	62
<b>Legislated Policies</b> .....	<b>63</b>
<i>Health &amp; Safety</i> .....	63
<i>Prevention of Harassment &amp; Discrimination</i> .....	66
<i>Prevention of Workplace Violence</i> .....	70
<i>Impairment &amp; 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
<b>Legislated Leaves</b> .....	<b>83</b>
<i>Continuing Benefits &amp; Seniority While on Leave</i> .....	83
<i>Vacation</i> .....	83
<i>Public Holidays</i> .....	86
<i>Pregnancy &amp; Parental Leave</i> .....	89

<i>Compassionate Care Leave</i> .....	91
<i>Family Responsibility Leave</i> .....	92
<i>Leave Respecting Disappearance and Death of a Child</i> .....	93
<i>Bereavement Leave</i> .....	95
<i>Reservist Leave</i> .....	96
<i>Time Off to Vote</i> .....	96
<i>Jury Duty</i> .....	97
<b>Other Employee Leaves &amp; Closures</b> .....	<b>98</b>
<i>Sick, Personal &amp; Short-Term Disability Leave (SPS Leave) — Option 1</i> .....	98
<i>Incidental Illness &amp; Personal Time — Option 2</i> .....	105
<i>Short-Term Disability (STD) &amp; Long-Term Disability (LTD) Benefits — Option 2</i> .....	108
<i>Unscheduled Office Closures</i> .....	109
<i>Personal Leave of Absence</i> .....	110
<b>Rewards &amp; Benefits</b> .....	<b>112</b>
<i>Variable Pay Rewards</i> .....	112
<i>Health Care Benefits</i> .....	112
<i>Flexible Work Schedule</i> .....	114
<i>Company-Paid Parking &amp; Mobile Device Benefits</i> .....	117
<i>Wellness Benefits</i> .....	118
<i>Retirement Plan</i> .....	119
<i>Job Descriptions</i> .....	121
<b>Employee Development, Performance, &amp; Exit</b> .....	<b>122</b>
<i>Probationary Period</i> .....	122
<i>Performance Reviews</i> .....	122
<i>Performance Improvement Plan (PIP)</i> .....	123
<i>Training &amp; Development</i> .....	125
<i>Computer Training</i> .....	128
<i>Professional Memberships</i> .....	129
<i>Employee Resignation &amp; General Exit Procedures</i> .....	130
<b>Hiring</b> .....	<b>132</b>
<i>Applying for Open Job Postings</i> .....	132
<i>Candidate Referral Bonus Program</i> .....	133

<i>Re-Hiring Former Employees</i> .....	135
<i>Hiring Family Members &amp; Friends</i> .....	136
<b>ABOUT THE COMPANY .....</b>	<b>139</b>
<b>About Us .....</b>	<b>139</b>
<i>Vision &amp; Mission</i> .....	139
<i>Definition of Business Success</i> .....	139
<i>Business Priorities for &lt;YEAR&gt;</i> .....	141
<i>Service Philosophy</i> .....	142
<i>Competitors</i> .....	144
<i>Company History</i> .....	144
<i>Organizational Chart</i> .....	145
<b>Our Culture .....</b>	<b>146</b>
<i>Core Values</i> .....	146
<i>Culture</i> .....	146
<i>Giving Back</i> .....	148
<i>Service Recognition Awards</i> .....	149
<i>Annual Recognition Awards</i> .....	150
<i>Recognizing &amp; Celebrating Employee Personal Milestones</i> .....	151
<i>All-Hands Meetings</i> .....	153
<i>Lunch &amp; Learns</i> .....	154
<i>Social Events</i> .....	154
<i>Treat Days</i> .....	155
<b>Our Brand .....</b>	<b>156</b>
<i>Our Brand</i> .....	156
<i>Elevator Pitch</i> .....	156
<i>Our Logos &amp; Branding Guidelines</i> .....	156
<b>OUR PRACTICES .....</b>	<b>158</b>
<b>Information Technology.....</b>	<b>158</b>
<i>IT Technical Support</i> .....	158
<i>Computer Equipment Upgrade Cycles</i> .....	159
<i>Our Printers</i> .....	159
<b>Communicating in the Workplace .....</b>	<b>161</b>

<i>Conflict Resolution &amp; Communication</i> .....	161
<i>Effective Email Communication &amp; Etiquette</i> .....	162
<i>Email Signatures</i> .....	166
<i>Running Effective Meetings</i> .....	166
<i>Suggestions in the Workplace</i> .....	170
<i>Exit Interviews</i> .....	170
<b>Security</b> .....	<b>171</b>
<i>Emergency Contacts</i> .....	171
<i>Key Cards, Access to Premises, &amp; Lock-Up</i> .....	172
<i>Visitors</i> .....	173
<b>Expenses &amp; Fiscal Responsibility</b> .....	<b>175</b>
<i>Fiscal Responsibility</i> .....	175
<i>Expense Reporting</i> .....	175
<i>Accounts Payable &amp; Expense Approval</i> .....	176
<i>Travel Expenses</i> .....	178
<i>Department Codes</i> .....	184
<b>Facilities</b> .....	<b>186</b>
<i>First Aid</i> .....	186
<i>Office Map</i> .....	186
<i>Our Lunchroom</i> .....	186
<i>Bulletin Boards</i> .....	187
<i>Our Individual Work Space</i> .....	188
<i>Nursing Mothers</i> .....	190
<i>Facility Temperature Control</i> .....	190
<i>Facility Lights</i> .....	191
<i>Shower Facilities</i> .....	191
<i>Parking Information &amp; Safety</i> .....	192
<b>Office Equipment &amp; Phones</b> .....	<b>194</b>
<i>Our Office Equipment</i> .....	194
<i>Telephone System &amp; Voice Mail</i> .....	196
<i>Long Distance Calls</i> .....	197
<i>Conference Call Procedures</i> .....	198

<b>Meeting Logistics .....</b>	<b>198</b>
<i>Scheduling Internal Meetings .....</i>	<i>198</i>
<i>Meeting Rooms .....</i>	<i>199</i>
<b>Other Office Services.....</b>	<b>202</b>
<i>Associations &amp; Subscriptions (Memberships) .....</i>	<i>202</i>
<i>Business Cards.....</i>	<i>203</i>
<i>Office Supplies.....</i>	<i>204</i>
<i>Mail &amp; Couriers .....</i>	<i>204</i>
<i>Central Filing System.....</i>	<i>205</i>
<i>Swag.....</i>	<i>205</i>
<i>Fax Procedures .....</i>	<i>206</i>
<b>External Services .....</b>	<b>207</b>
<i>Taxi Cabs .....</i>	<i>207</i>
<i>Catering.....</i>	<i>207</i>
<i>Dry Cleaning Services .....</i>	<i>208</i>