



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

# Table of Contents

<b>INTRODUCTION.....</b>	<b>8</b>
<i>Welcome .....</i>	8
<i>About This HR Manual .....</i>	8
<b>STAFF POLICIES.....</b>	<b>9</b>
<i>Overview .....</i>	9
<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
<i>Conditions of Your Engagement .....</i>	13
<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
<i>Conduct Expectations.....</i>	17
<i>Code of Conduct .....</i>	17
<i>Off-Duty Conduct .....</i>	17
<i>Confidentiality Agreement .....</i>	18
<i>Non-Competition, Non-Solicitation, &amp; Non-Disparagement Agreement .....</i>	21
<i>Intellectual Property .....</i>	23
<i>Use of Technology Tools &amp; Electronic Communication .....</i>	23
<i>Information Technology Security .....</i>	31
<i>Personal Activities in the Workplace .....</i>	37
<i>Drug &amp; Alcohol-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>	46
<i>Alcohol Consumption 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>54</b>
<i>Attendance</i>	54
<i>Lunch &amp; Breaks</i>	54
<i>Overtime</i>	55
<i>Approving, Communicating, &amp; Recording Absences</i>	57
<i>Payroll &amp; Pay Day</i>	60
<b>HUMAN RESOURCES</b>	<b>61</b>
<i>Who Does this Human Resources Section Apply To?</i>	61
<b>Orientation &amp; Onboarding</b>	<b>61</b>
<i>New Employee Orientation</i>	61
<b>Legislated Policies</b>	<b>62</b>
<i>Health &amp; Safety</i>	62
<i>Prevention of Harassment &amp; Discrimination</i>	65
<i>Prevention of Workplace Violence</i>	69
<i>Impairment &amp; Substance Dependency</i>	72
<i>Smoke-Free Workplace</i>	74
<i>Protected Grounds — Duty to Accommodate</i>	75
<i>PIPA Privacy Compliance Policy</i>	75
<i>Privacy of Employee Personal Information</i>	78
<i>Garnishments</i>	80
<b>Legislated Leaves</b>	<b>81</b>
<i>Continuing Benefits &amp; Seniority While on Leave</i>	81
<i>Vacation</i>	81
<i>Public Holidays</i>	84
<i>Pregnancy &amp; Parental Leave</i>	87
<i>Compassionate Care Leave</i>	89
<i>Family Responsibility Leave</i>	90

<b>Bereavement Leave.....</b>	92
<b>Reservist Leave.....</b>	93
<b>Time Off to Vote.....</b>	93
<b>Jury Duty .....</b>	94
<b>Other Employee Leaves &amp; Closures .....</b>	<b>95</b>
<i>Sick, Personal &amp; Short-Term Disability Leave (SPS Leave) — Option 1 .....</i>	95
<i>Incidental Illness &amp; Personal Time — Option 2 .....</i>	102
<i>Short-Term Disability (STD) &amp; Long-Term Disability (LTD) Benefits — Option 2.....</i>	105
<i>Unscheduled Office Closures .....</i>	106
<i>Personal Leave of Absence.....</i>	107
<b>Rewards &amp; Benefits.....</b>	<b>109</b>
<i>Variable Pay Rewards .....</i>	109
<i>Health Care Benefits .....</i>	109
<i>Flexible Work Schedule .....</i>	111
<i>Company-Paid Parking &amp; Mobile Device Benefits.....</i>	114
<i>Wellness Benefits .....</i>	115
<i>Retirement Plan .....</i>	116
<i>Job Descriptions .....</i>	118
<b>Employee Development, Performance, &amp; Exit .....</b>	<b>119</b>
<i>Probationary Period .....</i>	119
<i>Performance Reviews.....</i>	119
<i>Performance Improvement Plan (PIP).....</i>	120
<i>Training &amp; Development .....</i>	122
<i>Computer Training .....</i>	125
<i>Professional Memberships .....</i>	126
<i>Employee Resignation &amp; General Exit Procedures.....</i>	127
<b>Hiring.....</b>	<b>129</b>
<i>Applying for Open Job Postings.....</i>	129
<i>Candidate Referral Bonus Program .....</i>	130
<i>Re-Hiring Former Employees.....</i>	132
<i>Hiring Family Members &amp; Friends.....</i>	133
<b>ABOUT THE COMPANY .....</b>	<b>136</b>

<b>About Us.....</b>	<b>136</b>
<i>Vision &amp; Mission.....</i>	136
<i>Definition of Business Success.....</i>	136
<i>Business Priorities for &lt;YEAR&gt;.....</i>	138
<i>Service Philosophy.....</i>	139
<i>Competitors.....</i>	141
<i>Company History.....</i>	141
<i>Organizational Chart.....</i>	142
<b>Our Culture.....</b>	<b>143</b>
<i>Core Values .....</i>	143
<i>Culture.....</i>	143
<i>Giving Back.....</i>	145
<i>Service Recognition Awards .....</i>	146
<i>Annual Recognition Awards .....</i>	147
<i>Recognizing &amp; Celebrating Employee Personal Milestones .....</i>	148
<i>All-Hands Meetings.....</i>	150
<i>Lunch &amp; Learns.....</i>	151
<i>Social Events.....</i>	151
<i>Treat Days.....</i>	152
<b>Our Brand .....</b>	<b>153</b>
<i>Our Brand.....</i>	153
<i>Elevator Pitch .....</i>	153
<i>Our Logos &amp; Branding Guidelines .....</i>	153
<b>OUR PRACTICES.....</b>	<b>155</b>
<b>Information Technology.....</b>	<b>155</b>
<i>IT Technical Support.....</i>	155
<i>Computer Equipment Upgrade Cycles .....</i>	156
<i>Our Printers.....</i>	156
<b>Communicating in the Workplace.....</b>	<b>158</b>
<i>Conflict Resolution &amp; Communication .....</i>	158
<i>Effective Email Communication &amp; Etiquette .....</i>	159
<i>Email Signatures.....</i>	163

<i>Running Effective Meetings</i> .....	163
<i>Suggestions in the Workplace</i> .....	167
<i>Exit Interviews</i> .....	167
<b>Security</b> .....	<b>168</b>
<i>Emergency Contacts</i> .....	168
<i>Key Cards, Access to Premises, &amp; Lock-Up</i> .....	169
<i>Visitors</i> .....	170
<b>Expenses &amp; Fiscal Responsibility</b> .....	<b>172</b>
<i>Fiscal Responsibility</i> .....	172
<i>Expense Reporting</i> .....	172
<i>Accounts Payable &amp; Expense Approval</i> .....	173
<i>Travel Expenses</i> .....	175
<i>Department Codes</i> .....	181
<b>Facilities</b> .....	<b>183</b>
<i>First Aid</i> .....	183
<i>Office Map</i> .....	183
<i>Our Lunchroom</i> .....	183
<i>Bulletin Boards</i> .....	184
<i>Our Individual Work Space</i> .....	185
<i>Nursing Mothers</i> .....	187
<i>Facility Temperature Control</i> .....	187
<i>Facility Lights</i> .....	188
<i>Shower Facilities</i> .....	188
<i>Parking Information &amp; Safety</i> .....	189
<b>Office Equipment &amp; Phones</b> .....	<b>191</b>
<i>Our Office Equipment</i> .....	191
<i>Telephone System &amp; Voice Mail</i> .....	193
<i>Long Distance Calls</i> .....	194
<i>Conference Call Procedures</i> .....	195
<b>Meeting Logistics</b> .....	<b>195</b>
<i>Scheduling Internal Meetings</i> .....	195
<i>Meeting Rooms</i> .....	196

<b>Other Office Services.....</b>	<b>199</b>
<i>Associations &amp; Subscriptions (Memberships) .....</i>	199
<i>Business Cards.....</i>	200
<i>Office Supplies.....</i>	201
<i>Mail &amp; Couriers .....</i>	201
<i>Central Filing System.....</i>	202
<i>Swag.....</i>	202
<i>Fax Procedures.....</i>	203
<b>External Services.....</b>	<b>204</b>
<i>Taxi Cabs .....</i>	204
<i>Catering.....</i>	204
<i>Dry Cleaning Services .....</i>	205