



# Employee Handbook 2016 Template

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# Employee Handbook 2016 Template

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## **Employee Handbook 2016 Template** ExpandHR

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The book contains the following:

### Part 1 – Terms and Conditions of Employment

1. Contract of Employment
2. Personal Details
3. Pay
4. Overtime
5. Job Description
6. Probationary Period
7. Hours of Work
8. Break Entitlement
9. Notice Periods
10. Holidays
11. Public Holidays
12. Sickness
13. Pensions and Retirement
14. Special Leave
15. Statutory Time Off
16. Code of Conduct
17. Disciplinary Action
18. Handling Grievances
19. Capability

### Part 2 – Company Policies and Procedures

1. Recruitment
2. Confidentiality
3. Maternity Leave and Maternity Pay
4. Paternity Leave and Paternity Pay
5. Adoption Leave and Adoption Pay
6. Parental Leave
7. Flexible Working
8. Time Off For Dependants
9. Expenses
10. Equal Opportunities
11. Valuing Diversity
12. Alcohol and Drug Abuse
13. Data Protection Policy
14. Internet Computers and Email Policies

- 15. Work Related Driving Policy
- 16. Health and Safety
- 17. Whistle blowing Policy

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