

## **CASE Tool 1-3: Sample Policy Guide**

### **ABSTRACT**

An employee handbook is a document that contains a company's operating procedure and is used to establish important policies and to protect the rights of the employers and employees. Done well, an employee handbook helps maintain a professional environment by documenting the expectations of the entire workforce.

CASE Tool 1-3: Sample Policy Guide is an outline of what a typical employee handbook could contain. As every employee handbook should be personalized for a Firm's culture and location, policies are not written out. Instead, for each policy, a short description and items to include or be aware of is described.

For Companies who already have an employee handbook, use Tool 1-3 as a checklist to make sure all important policies are included or that policies are written appropriately. For Companies who do not have an employee handbook, Tool 1-3 will be a great starting point to write one.