



Employee Handbook Do's and Don'ts

Do's

- ✓ Clear and concise language.
- ✓ Ensure all important policies, procedures, and rules are included in the handbook.
- ✓ Reflect the company culture.
- ✓ Keep it up-to-date.
- ✓ Legal review.
- ✓ Make it engaging.

Don'ts

- ✗ Over-promising. Be careful not to make promises in the handbook that your company can't keep.
- ✗ Creating a generic handbook. A handbook should reflect your company's unique culture, values, and needs.
- ✗ Ignoring feedback. It's important to consider feedback from employees when creating and updating the handbook.
- ✗ Not communicating changes.
- ✗ Not providing training.

Employee Guidelines Handbook

Tao Wei



Employee Guidelines Handbook:

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