

Employment Relation / HR Manual Guideline

By Shahmeen Ashraf

What is Employment Relation / HR Manual?

A written Manual or a handbook outline principles or rules that members of an organization must follow. Each policy addresses an issue important to the organization's mission or operations. A procedure tells members of the organization how to carry out or implement a policy.

What Is The Purpose of Your Manual?

1. Communication Resource
2. Company mission, values, policies, procedures and benefits
3. Limits Legal Liability Protects against discrimination and unfair treatment claims Explains applicable laws.
4. Administrative Time Saver
5. Helps orient new employees
6. Answers questions that arise during employment

Why are policies so important in writing?

Communicate values and expectations for how things are done at your organization Keep the organization in compliance with legislation and provide protection against employment claims

One Size does not Fit All Determine the purpose of your company's ER manual. Some companies prepare one manual for the entire

Employement Relation Abe Manual

Mike Jess



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