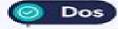


Employee Handbook Do's and Don'ts



- 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.

O 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.
- lgnoring feedback. It's important
 to consider feedback from
 employees when creating and
 updating the handbook.
- Not communicating changes.
- Not providing training.

Employee Guidelines Handbook

S Ben Porath

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