

# 10 Topics to Include in Your Employee Handbook

- Company mission and values
- 2. Code of conduct
- 3. Important workplace policies
- 4. Working hours and PTO
- 5. Perks and benefits
- 6. Compensation and promotions
- 7. Termination and resignation procedures
- 8. Employee health and wellness benefits
- 9. Work from home policies
- 10. Parental leave and accommodations

# **Employee Handbook Guidelines**

**Lei Huang** 



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