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HUMAN RESOURCES
PEOPLE MATTERS

Employee Handbook

Purpose

An employee handbook is a useful and valuable tool for managers and employees. It provides guidance and information on company policies, procedures, its mission and vision. It's a tool that can be used to induct new employees, give them an understanding of their role and the history of the organisation.

The Employee Handbook should be reviewed and updated on a regular basis, ensuring it is current at all times. In addition to this, the most up-to date version should be available to employees at all times and should be used as a reference point for all.

Contents

The Handbook may contain:

- Company history, purpose, vision and mission – who are we and what we do.
- Basic conditions of employment, such as working hours, award or agreement references.
- Policies and procedures – what they are, a brief summary and where they are located.
- Particular emphasis on health and safety processes and procedures.
- First aid officers and processes.
- Leave requirements – for example, a leave roster filled in every six months or twelve months so leave can be planned. This should not exclude or prohibit urgent leave or allowing employees to manage any issues that arise.
- Code of conduct and related policy around discipline.
- Organisation structure; who reports to who and the roles of each of the management team so employees know who to go to for information or action on any issues.
- Change management and the consultation and communication processes that the company will engage in to facilitate the change.
- Who is responsible for the maintenance of the Handbook and the date it was last updated. It would also be useful to include all the changes that were made on that date.