

# Essential Employee Handbook Policies

## Work Philosophy

Equal Employment Opportunity  
Employment-At-Will/Disclaimers  
Policy Against Harassment  
Alcohol and Drug Use/Medical Marijuana  
Confidential Information  
Conflict of Interest/Side Jobs  
Disabilities/Contagious Illnesses  
Employment of Relatives  
Selection of Talented Professionals  
Open Door Policy/Grievance Procedure  
Performance Reviews  
Introductory Period  
Ethical Business Practices  
Code of Conduct  
Union Membership/Solicitation

## Payroll Policies

Hours of Work  
Employee Classifications  
Lunch and Break Coverage  
Deductions from Paychecks  
Overtime  
Pay Periods  
Reimbursements/Salary Advances  
Final Pay  
Personnel Files

## Closing Words

Suggestions  
Signed/Dated Acknowledgment Receipt

## Employee Responsibilities

Appropriate Business Attire  
Customer Relations  
Smoking Policy  
Tardiness and Absenteeism  
Work Areas/Company Property  
Safety Rules  
Anti-Bullying Policy  
Employee Search Policy  
Phone Use/Texting at Work and While Driving  
E-mail/Voice Mail/Internet Access  
Social Media  
Corrective Measures  
Separation of Employment  
Use of Company Vehicles  
Violence Prevention/Criminal Convictions

## Benefits

Paid Holidays/Vacation/Sick Time  
Tuition Reimbursement  
Health/Life Insurance Benefits  
Short-/Long-Term Disability  
401(k) Savings Plan/Profit Sharing  
Jury Duty/Witness Duty/Court Appearance  
Personal Leave of Absence  
Bereavement Leave  
Family and Medical Leave Act/Non-FMLA  
Special State-Required Leaves of Absence  
Military Service Leave  
Workers' Compensation  
Social Security/Unemployment Benefits  
Special Company Benefits

This list is not all-inclusive, but provides an example of many important handbook policies.

*At Seawright & Associates, all of our Employee Handbooks are developed exclusively for each client and include an introductory section with a personal welcome letter and historical overview of the company. We also highlight the core values of the company and our policies are written in a style and format consistent with your culture and business philosophy. Our verbiage is easy to understand, concise and, most importantly, compliant with state and federal employment regulations.*

**Let Seawright & Associates ensure that you have a compliant, properly written,  
and culturally-suited Employee Handbook!**

**Seawright & Associates**  
MANAGEMENT CONSULTANTS

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