

Download Small Business Employee Handbook Template Free

An employee handbook serves as a document covering the rules and conduct expected of your employees. It's a reference for questions that workers may have about your business expectations and key policies, such as benefits, dress code, and work schedules. Are occupational injuries or illnesses, except minor injuries requiring only first aid, recorded as required on the OSHA 300 log? Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards? Communicate your policies effectively and hold your team accountable to company values within an employee handbook. Download Rocket Lawyer's employee manual template and ensure that everything you need is in one place for employees and legal teams alike. Our article provides a free employee write up form template, or employee discipline form, for you along with some guidelines on how to use them., Small Business Employee Handbook Template Free.

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