



Employee Handbook Do's and Don'ts



Do's



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.



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.



Ignoring feedback. It's important to consider feedback from employees when creating and updating the handbook.



Not communicating changes.



Not providing training.

Dos Handbook

L Reisser



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