

This sample table of contents for an employee handbook is to get you thinking about the types of things you'll need to include in an employee handbook and should not be viewed as a definitive guide. Be sure to work with a qualified professional to ensure that your employee handbook complies with the laws in your jurisdiction and covers all topics necessary for your organization.

SAMPLE EMPLOYEE HANDBOOK TABLE OF CONTENTS

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ADA/REASONABLE ACCOMMODATION POLICY
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TERMINATION POLICIES

- 1. Falsifying employment records or other Goodcity records;*
- 2. Violating Goodcity's Equal Employment Opportunity and/or Anti-Harassment policies;*
- 3. Soliciting gratuities from clients;*
- 4. Excessive absenteeism or tardiness;*
- 5. Excessive, unnecessary, or unauthorized use of Goodcity's property and supplies, particularly for personal purposes;*
- 6. Reporting to work under the influence of drugs or alcohol, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs;*
- 7. Fighting or using obscene, abusive, or threatening language or gestures;*
- 8. Theft of property from co-workers, clients, or Goodcity;*
- 9. Unauthorized possession of firearms on Goodcity premises or while on Goodcity business;*
- 10. Disregarding safety or security regulations;*
- 11. Engaging in unethical or illegal conduct;*
- 12. Violation of the Conflicts of Interest policy;*
- 13. Insubordination or other disrespectful conduct; and*
- 14. Failing to maintain the confidentiality of Goodcity or client information.*

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ATTACHMENTS

These example employee handbooks and culture guides are meant only to serve as inspiration and get you thinking. They are publicly available on the internet and Venture Catalyst Consulting has no rights to them nor does it have any responsibility for their contents.

EXAMPLES OF EMPLOYEE HANDBOOKS AND CULTURE GUIDES

[Netflix Culture Slides](#)

[Valve Handbook for New Employees](#)

[Disqus Culture Book](#)

[Hubspot Culture Code](#)

[Zappos Culture Book](#)

[The Motley Fool Fool Rules](#)

This sample acknowledge of receipt of the employee handbook should be used only as a starting point. Be sure to work with a qualified professional to ensure that your employee handbook and its acknowledgement form comply with the laws in your jurisdiction and cover all topics necessary for your organization.

EXAMPLE EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

Employee Handbook and Policies Acknowledgement

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of [ORGANIZATION NAME]. Please read it carefully.

Upon completion of your review of this handbook, please sign the statement below, and return to your personnel representative by the due date. A reproduction of this acknowledgment appears at the back of this booklet for your records.

I, _____, have received and read a copy of the [ORGANIZATION NAME] Employee Handbook. I understand and acknowledge the policies, benefits, and expectations of [ORGANIZATION NAME], as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in Employee Handbook provided to me by [ORGANIZATION NAME]. I understand this handbook is not intended to cover every situation which may arise during my employment but is simply a general guide to the goals, policies, practices, benefits, and expectations of [ORGANIZATION NAME].

I understand that the [ORGANIZATION NAME] Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

Employee Signature

Date

Employee Name (Printed)

Organization Rep Signature

Date

[ORGANIZATION REP NAME, TITLE]