



EMPLOYEE HANDBOOK TEMPLATE

HOW TO CUSTOMIZE THIS TEMPLATE:

Make a copy of this file in Google Slides and name it [Your Company's] Employee Guidebook.

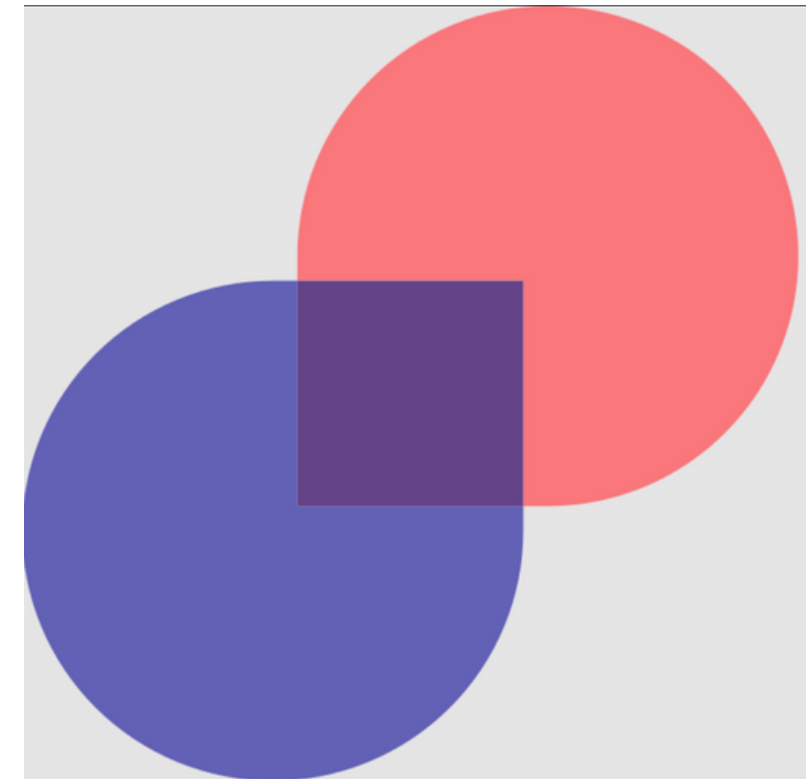
_____ or _____

Download the file directly as a .ppt

**[Company Name]
Employee Handbook**

2023 [YEAR HERE]

[Logo here]



OUR STORY & MISSION

Our Story

Use this section to tell the story of how your company came to be and introduce the founders. This sets the tone of the handbook and gets your employees excited to join your organization.

Our Mission

Clearly state the mission behind your organization. What do you aim to solve and who do you aim to help? What do you hope to accomplish?

Add your company photo here

WHO WE ARE

About Us

Share detailed information about your service/product/platform. This should be a summary that encompasses how you talk about your company and will likely be what your employees refer back to when they talk about your organization.

Logo and Brand Elements

Depending on your organization, you may want to brief new employees on your logo, brand colors, mascot etc. Explain the elements behind those assets here.

OUR VALUES

{Company Name}'s Values

List out each of your company values with a brief explanation for each.

For example, one of Omni's values is:

- Customer Centric: our customer's success is our success

WHY WE'RE PROUD OF [COMPANY NAME]

We think [company name] is a pretty great place to work. We hope you feel the same. If we may brag for a moment, here are some things we've proudly accomplished as a company:

- Share what's unique about your company
 - For example: Omni is the only all-in-one HR software that is localized for SEA. Our competitors don't have local support teams or accommodate local payroll. We're proudly for SEA, by SEA
- Share any awards you've won as a company (include context!)
- How many customers do you serve? Share some impressive testimonials or big names that will get your employees excited to join your organization.

PRODUCT OVERVIEW

Here's the place to outline the service or product that you provide. Giving employees an in-depth understanding of what it is your company does helps deepen their connection to the company mission.

OUR BRAND VOICE

How we talk about [company name]

Here, share best practices and an overview of how you present to the public. Is your voice conservative? Casual? Funny? Explain the overall sentiment you share with your audience.

This is important to share because it helps orient employees to your brand, and informs how they interact with customers, write copy, design the product, or even write their emails.

THE ESSENTIALS

Office location

If you have more than one location, outline each one with the address, and share some relevant information such as the closest train stop or fun tips like the CEO's favorite coffee shop near by.

Our CEO & Founders

Include names and photos

Contacting HR

Share the details of how to best contact your HR team.

THE ESSENTIALS

Email policy

Standardized employee email signatures are a great way to keep a consistent brand image. Lay out the requirements for your employee's email signatures (we suggest adding your logo and a link to your website)

- Here's an example of Omni's email signature:

Kelsey Breton

Content Marketing Manager | Omni

kelsey.breton@omnihr.co | [Omni HR](#)



Supercharge your people operations.

SOCIAL MEDIA POLICY

Social media policy

Social media can play a huge role in your brand image and employer brand.

Share your company's social media account information and encourage employees to follow, share their employee experience, and tag the company accounts. Include any hashtags you regularly use for your company here as well.

Some ideas for social media posts from employees:

- A photo of their employee welcome kit
- Photo's of team building activities

EMPLOYEE PERKS

Employee Perks

Use this section to highlight the amazing perks you offer your employees.

Some perk ideas that won't break the bank include:

- Monthly team outings
- Casual Fridays
- Free coffee at the office
- Employee led bookclub

INSURANCE BENEFITS

Give a brief overview of your benefits policy before diving into detail of each benefit.

HEALTH INSURANCE

- Provide important information for each benefit

DENTAL

- If your company allows your employees to choose from various benefit packages, list them out here

INSURANCE BENEFITS (CONT.)

VISION

- Provide links to insurance carrier websites where applicable

LIFE

- Include any phone numbers or additional contact details such as who in the company to discuss benefits with

LEAVE POLICIES

PTO Policy

- Summarize how many days of paid time off you offer to employees. (If your leave policy varies by employee, leave this section general so you don't have to edit your handbook for each employee)
- Explain how to request time off, and any additional policies surrounding PTO

Holidays

- List holidays your company observes here.

Sick Leave

- Explain your sick leave policy

LEAVE POLICIES (CONT.)

Parental Leave

- Explain your parental leave policy

Mental Health Days

- Do you have a mental health leave policy? Explain here.

WORK PLACE POLICIES

Training and development

- Highlight any L&D benefits you may offer such as monthly stipends, course discounts etc.

Working hours

- Do you have core hours your employee's must be online? Rules around WFH days? Outline those here.

Dress code

- If your office has a dress code, share what is expected.

WORK PLACE POLICIES (CONT.)

Business travel

- Share any policies around business travel such as company sponsored public transit or travel requirements.

GENERAL COMPANY POLICIES

Additional information to consider for your
employee handbook

- Business Travel & Expenses
- Conflicts of Interest
- Confidential Information Protection
- Substance Abuse Policies
- Paid Time Off Policy (vacation, sick leave, personal leave, parental leave, bereavement leave, and religious observance)

GENERAL EMPLOYMENT POLICIES

Additional information to consider for your
employee handbook

- Union Information
- Probationary Periods
- DEI Policies
- References and Background Checks
- Working Visa and Immigration Laws
- Workplace Conduct
- Sexual Harassment
- Bias Training

ADDITIONAL EMPLOYMENT POLICIES

Additional information to consider for your
employee handbook

- Attendance
- Pay Schedule
- Paycheck Deductions
- Non-Medical Leaves of
Absence
- Sabbaticals
- Employment Termination

THANK YOU!

We're so excited to have you onboard.

Welcome to [Company name]!

TRANSFORM YOUR ONBOARDING WITH OMNI

69% of employees are more likely to stay at their company if they receive a quality onboarding experience.

With Omni, you can leverage automation tools to save you time and create consistency in your onboarding process, so nothing falls through the cracks and every employee is primed for a great first day.

[Book a demo](#)

