

This is just a sample of policies that can be included in an employee handbook. All employers should develop a handbook that makes sense for their organization.

- [Organization Name] Files and Records
- Accessibility by Phone Attendance/Punctuality
- Acknowledgement and receipt
- Appearance, Grooming, and Dress
- Body Piercings Tattoos (Body Art)
- Building security
- Attendance
- Breaks and lunch periods
- Cell phone and internet use
- Changes of Personal Information or Changes in Status
- Children in the workplace
- Clearances
- Cobra
- Code of conduct
- Communications in the workplace
- Company car
- Company equipment
- Computer use and network security
- Compensation
- Compliance
- Conducting personal business is prohibited
- Confidential Information
- Confidentiality and data protection
- Conflict of Interest
- Conflicts of interest
- Copyright media and software
- Criminal background checks
- Cyber security and digital devices
- Discrimination and harassment
- Disciplinary (Corrective) Action
- Drugs in the workplace
- Educational assistance
- Email policy
- Employee appearance and dress code
- Employee expenses
- Employee health
- Employee relationships and fraternization
- Employment classifications
- Employment contracts
- Employment of relatives

- Employment-at-will (if applicable state law)
- Entering and exiting the building
- Equal opportunity and employment
- Etiquette/Courtesies
- Exit Interview and Compliance
- First aid and emergency treatment
- Freelancing Moonlighting/Outside Employment
- Gambling/Drugs/Substances/Alcohol use
- Gifts to Employees by Suppliers/Vendors OR by Potential Suppliers/Vendors Gifts to Employees by Customers/Clients
- Hazard communication program
- Holidays
- Housekeeping
- Human resources officer
- Insurance and benefits
- Interaction with patients
- Internal Communications
- Internal investigations
- Job Abandonment
- Job responsibilities
- Jury services
- Keys
- Leaves of absence (sick, medical, FMLA, bereavement, Jury duty, voting, parental, etc)
- Mission statement
- Notices and posters
- Office environment
- Office/Office door security
- Orientation
- Our history
- Overtime
- Paid time off
- Parking
- Parking
- Patient Information
- Performance management & reviews
- Personal Mail
- Personal Hygiene in the Workplace
- Personal Property/Equipment/Tools Radios or IPOD's or MP3 Players In The Workplace
- Personal Telephone Calls or Faxes
- Personal vehicles and use of
- Personnel records
- Policies subject to change
- Progressive discipline
- Prohibition of tape recording of conversations
- Proprietary Work Products
- Public Statements
- Random drug testing
- Reasonable accommodations

- Recruitment and selection process
- References
- Rehires
- Reporting discrimination, harassment, and retaliation
- Resignation and termination
- Respect in the workplace
- Retaliation
- Retirement
- Safeguarding confidential information
- Service/longevity awards
- Sexual harassment
- Smoking
- Smoking/No Smoking
- Social media and data privacy
- Software policies and procedures
- Solicitation and distribution
- Standards of Conduct (Unacceptable Actions)
- Suggestions
- Telecommuting
- Time reporting responsibilities
- Training and development
- Use of [Organization Name] Equipment or Tools
- Violence in the workplace
- Visitors
- Work hours and payroll
- Workers compensation
- Working hours and pay periods
- Working remotely
- Workplace monitoring
- Workplace guidelines and safety
- Workplace visitors