**The Employee Handbook and Policy Manual**

*What is an Employee Handbook-Policy Manual?*

***A Handbook, Which Contains the Company Policies!***

Simply put a company employee handbook and policy manual describes the policies and procedures for the company.

It is a communication tool for the employees to refer to, and for management to guide any decision processes based on the predetermined policies written in the manual.

**The handbook is used to:**

1. Keep employees informed about the company policies.
2. To communicate how the company deals with those standards – practices.
3. As a leadership tool, for managers, or leaders to refer to when any questions arise about employee related situations such as vacation, paid leave, jury duty, and a host of other employee related matters that can cause tension within the company.

By having a policy handbook written and in the hands of employees, the company becomes better structured about these employee situations as they arise, and the standard has been pre-set and not invented on the go.

Why do I need an Employee Handbook?

The simple answer is to keep you out of legal trouble.

The handbook and policy manual serves some other purposes as well:

1. It is a great communication tool.
2. It sets up standards for you to use and navigate employee related decisions.
3. It answers questions before they become your management problems.
4. It is a great recruiting tool.

Review the site resources for training& support for sample materials that may help you.