

# Business Contracts



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## Introduction to the Human Resources Guide (Employee Handbook, HR Employment Policies, Code of Conduct)

<< Use this Human Resources Guide as a template for your own company policy. Carefully review the entire document and edit the policy where appropriate for your needs. If you have questions regarding local employment laws, consult an attorney or business advisor in your local area. >>

This document provides <<Company>> employees, vendors, contractors, and other staff with important information and guidance concerning <<Company>>'s policies and procedures; its code of conduct; its stated mission and goals and all other organizational policies that govern working for or with <<Company>>. This document should not be considered a complete and comprehensive guide as to what is acceptable behavior or company policy, but should serve as a guide to aid staff with the most common or frequent questions and concerns they may have.

Policies, procedures, and guidelines contained in this guide are subject to change, and all staff is encouraged to consult a manager or Human Resources Manager should they have any questions that do not appear to be covered in this guide. In all cases, the policies stated in the Human Resources Guide shall prevail in the event of any conflict between the information contained in the Guide and verbal statements about the Human Resources Guide or Company policies or procedures.

### Purpose and Use of This Guide

The purpose of the Guide is to provide employees, vendors, contractors, and other staff with <<Company>>'s code of conduct; its administrative and organizational rules; and the policies, procedures, and regulations governing business and personnel matters while employed by <<Company>>. This Guide shall not be construed as an employment contract or covenant between the employee, vendors, contractors, and other staff and the Company.

All employees must read and become familiar with these policies and procedures and refer to this Guide as a reference if they have questions and concerns about conduct and company policies or procedures.

Definitions of Personnel covered under this Code of Conduct shall include, but are not limited to...

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# S A M P L E

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