



## EMPLOYEE HANDBOOK

As an employer, it is critical to establish a good working relationship with your employee from the start. The employment relationship from day one should be a positive experience for both the employee and the employer. If you start off on the right foot, the entirety of the relationship will be a more fulfilling experience.

### **How our *Employee Handbook* benefits your company -**

An employee handbook is critical not only to reduce risk for a company by documenting its policies, procedures, and practices, but also provides insight into the company's culture. CRG can assist with the creation of your employee handbook or with specific policies. The employee handbook represents the first glimpse for an employee into how the organization functions and operates. The employee handbook sets standards for how employees are expected to behave. In order to protect your business, you must set clear expectations for conduct through clear and concise policies. It sets out clear and consistent policies, procedures, and practices for all levels of the organization to adhere to and follow. We ensure your employee handbook follows both state and federal laws, but is also tailored and customized to fit your unique policies and procedures. CRG works with you to develop an exceptional employee handbook. Our handbooks include standard sections that are tailored to meet your company's specific needs, but we also offer additional add-ons that can be designed to fit just your individual requirements.

The standard handbook includes the following sections:

- ✓ Background information
- ✓ Purpose of Handbook
- ✓ Standard HR policies
- ✓ Code of conduct
- ✓ Employee development and advancement
- ✓ Attendance/leaves of absence
- ✓ Compensation and benefits
- ✓ Health, safety, and security
- ✓ Separation from employment



The benefits of implementing an employee handbook are plentiful, but to name a few:

- ✓ Alignment of employee decisions and behaviors with organizational goals
- ✓ Greater productivity
- ✓ Improved morale
- ✓ Fewer complaints

We ensure all policies and guidelines are consistent and uniform with your company's values and culture. Once we finalize the handbook, we will provide you with both an electronic version and one physical copy to enjoy. If you need multiple physical copies of your handbook, we can produce as many copies as you need for an additional fee.