

EMPLOYEE MANUAL

for

Sample

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SECTION 1

INTRODUCTION

This Employee Manual is designed to acquaint you with the company and provide you with information about working conditions, benefits and policies affecting your employment.

The information contained in this Manual applies to all employees of the company. Our objective is to provide you with a working environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous memos that address subjects covered in this Manual.

Since our business and our organization are constantly changing, we reserve the right to interpret, change, suspend, and modify our policies, procedures, and benefits at any time without notice to all employees of the changes. Changes made by the Company, and after those changes are made, are considered null and void.

1.2 EMPLOYMENT APPLICATION

We rely upon the accuracy of the information provided in your employment application and the accuracy of the information provided during the hiring process and employment. Any intentional or negligent omissions in any part of this information by an individual or applicant will result in the person not being hired, and any person who has been hired, suspended, or terminated based on this information will be considered null and void.

EMPLOYEES STATUS

An “employee” of the company is a person who regularly works for the company on a wage or salary basis. “Employees” may include regular, probationary, project and casual persons, and others employed with the Company who are subject to the control and supervision of the company in the performance of their duties.

REGULAR

Regular employee is an employee who have successfully completed a probationary period and qualified for permanent employment. A regular employee is eligible for the Company’s benefit packages and is subject to the terms, conditions, and limitations of each benefit program.

PROBATIONARY

Probationary employee is one who is on trial by the Company for a period of six (6) months during which the company will determine if not the employee is qualified for permanent employment. The propriety and performance of the probationary employee will be evaluated and determined by the company. The employee may be hired in a specific position or with the Company. Upon the completion of the probationary period, if he/she is qualified for permanent employment, the employee will be hired on a permanent basis and will be eligible for the benefit package.

PROJECT AND CASUAL

Project employees are hired for a specific project or use of services which has been determined by the company. The services of the project employee will end or completion of the project.

Interim replacement to assist in the absence of an employee. Employment beyond the absence period will not in any way imply a change in status. Project and casual employees retain that status unless there is a change. Both project and casual employees are eligible for any of the Company’s benefit programs.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities for all individuals, employment decisions at the company will be based on merit, qualifications and abilities. The company does not discriminate in its employment opportunities or practices by reason of race, color, religion, sex, national origin, age or disability.

The company will make reasonable accommodations for employees with known disabilities unless doing so would result in an undue hardship. The company's policy governs all aspects of employment, including hiring, promotion, compensation, discipline, termination and access to benefits.

Employees with questions or concerns about their employment are encouraged to bring these issues to the attention of their direct management. Employees can raise concerns without reprisal. Anyone found to be engaged in retaliation will be subject to disciplinary action, including termination.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential information is vital to the company's interests and success. Confidential information includes, but is not limited to, the following:

- Product information
- Commercial information
- Financial information
- Customer information