

# Staff Handbooks



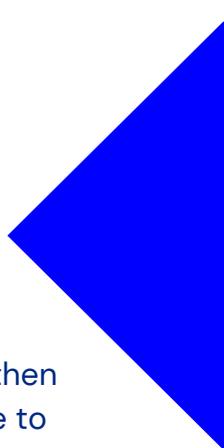
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## What is the point of a staff handbook?

If you want your staff handbook to be read by employees, (spoiler alert – you do!) then make sure it is easy to read; cut out the jargon, and make it relevant and accessible to all your staff.

While it is not a legal requirement to have a staff handbook, it should outline company values and policies, as well as everything else an employee needs to know about your organisation. After reading the handbook, employees should have a solid understanding of the company, including how things are done and what is expected of them. This helps them approach their work with more confidence and increases their efficiency right off the bat.

You can use your staff handbook to structure your company policies into different categories and then follow up on vital information in your onboarding training.

## What should be included in your staff handbook?

Introduction and Welcome
Company Mission
Organisational Strategy and Values
Company and Employee Benefits
Employment Policies – this should be the main section of the handbook
Code of Conduct
Employee Guidance and Forms

## Actions

- ◀ Make it non-contractual (and make sure to mention that in the opening statement) – this way you can change elements at any time without having to get an agreement from your staff.

- ◀ Make sure it is read by employees – have your employees sign an acknowledgement form to confirm they have read the key policies within the handbook (this can also be electronic time signed / stamped)
- ◀ Keep it up to date – it is important to keep track of any changes in employment law and to make your employees aware of these changes



## Policies

By law you must give employees details on specific policies. These are:

- ◀ Disciplinary and Grievance
- ◀ Health and Safety
- ◀ Equal Opportunities – although it is not stated as a legal requirement the Code of Practice to support, the Equality Act 2010 recommends that you implement an Equal Opportunities policy.

There are a host of other policies that are good business practice to have including, but not limited to:

Recruitment and Selection	Maternity, Paternity & Adoption
Bullying & Harassment	Flexible Working
Whistleblowing	GDPR
Parental & Caring Duties	Anti-Bribery
Menopause	Bereavement
Volunteering	Training & Development
Sickness	Travel
Expenses	Mental Health & Wellbeing
WFH	Drug & Alcohol Misuse

Your company Code of Conduct in the staff handbook should provide guidance on employee acceptable behaviours, including dress code, conflict of interest, workplace relationships etc.

And finally, to compliment what you have discussed in your employee handbook, include some resources in the appendix so employees understand the various processes and how to use them e.g. – Disciplinary and Grievance process, Return to Work interview template (RTW), Requesting annual leave.