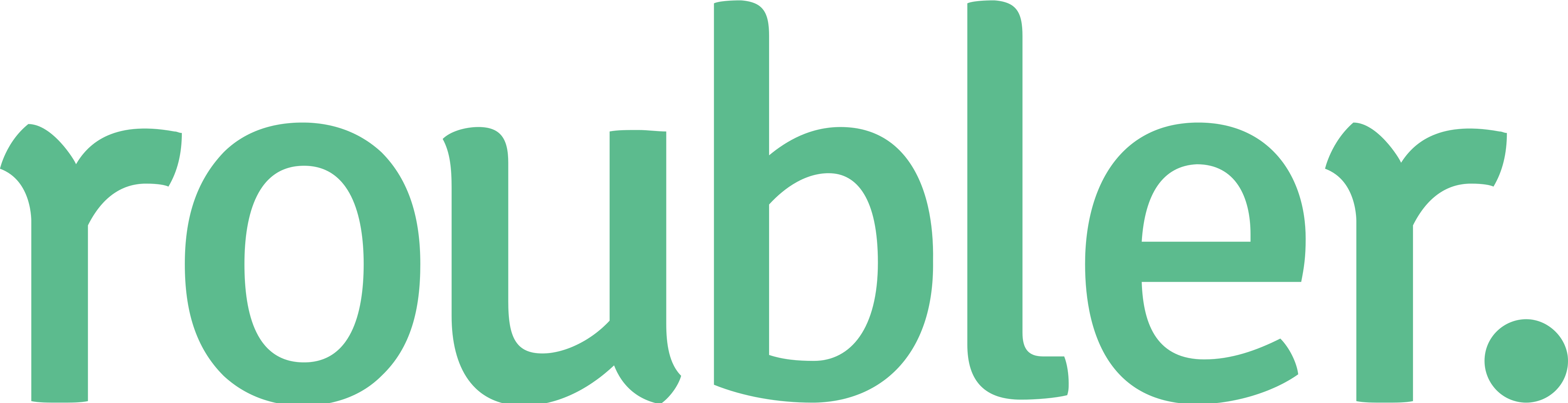
****

(Replace the Roubler logo with your company)

**EMPLOYEE HANDBOOK**

|  |  |
| --- | --- |
| **TOPICS** | **PAGE** |
| 1. **Welcome** | 1 |
| 1. **Company Policy** | 2 |
| 1. **Purpose of Employee Handbook** | 3 |
| 1. **What You Can Expect From *[Company Name]*** | 4 |
| 1. **Company Policy** | 5 |
| **5.1** Hiring Policy   * Equal Opportunity Employer * Conflict of Interest * Onboarding * Standards of Conduct | 6 - 7 |
| **5.2** Internet Policy | 8 |
| **5.3** Email Policy | 9 |
| **5.4** Social Media Policy | 10 |
| **5.5** Harassment-Free Workplace | 11 |
| **5.6** Hours and Payroll Information | 12 |
| **5.7** Wage and Performance Reviews | 13 |
| **5.8** Promotion | 14 |
| **5.9** At-Will Employment | 15 |
| 1. **Benefits** | 16 |
| 6.1 Health Insurance | 17 |
| 6.2 Life Insurance | 18 |
| 6.3 Workers Compensation Insurance | 19 |
| 6.4 Profit Sharing Plan | 20 |
| 6.5 Holidays | 21 |