



Employee Handbook

IMPORTANT NOTICE ABOUT THIS HANDBOOK

Nevada Association of Employers (NAE) has developed this Employee Handbook as a general framework for employers looking to develop an employee handbook for their own business.

The contents of this Employee Handbook are informational in nature and not intended as legal advice. Employment laws are complex and subject to change. It is essential to consult with legal counsel to ensure compliance with all applicable federal, state, and local laws. The information contained herein may not address all potential legal issues or specific circumstances that may arise within a particular workplace.

Looking for something more comprehensive? Membership with NAE gets you access to a more complete employee handbook template and additional resources through our Member Portal. NAE also has a team of experienced HR and legal professionals who can assist you in creating a customized and compliant employee handbook for your business.

For more information on membership, please contact us at membership@nevadaemployers.org.

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I. INTRODUCTION

Welcome to [COMPANY]. We hope that you will find your employment here a productive and fulfilling experience.

This handbook has been prepared to help you adjust to your new environment and to help you understand the purpose of [COMPANY] and its responsibilities to you. It will acquaint you with the expectations regarding your employment, the benefits you may receive, and other information you will find useful.

Please understand that this handbook only highlights our policies, practices, and benefits for your personal education. **This Employee Handbook is not a contract, nor is it to be construed as such.** Accordingly, it should not be interpreted to create any expressed or implied contractual rights between [COMPANY] and any employee.

Except for the employment at-will policy, we reserve the right to revise, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change or alter the provisions of this handbook. You will be informed when policies, procedures, work rules or benefits are revised.

Nothing in this handbook is intended to be interpreted as prohibiting or chilling employees' rights under Section 7 of the National Labor Relations Act (NLRA). None of the Company's policies, including but not limited to the policies in this Handbook, should be construed as interfering with, restraining, or coercing you or unlawfully restricting your rights under the NLRA, including but not limited to, your right to engage in protected, concerted activity regarding the terms and conditions of your employment.

II. ABOUT COMPANY

[The intent of this section is to provide general information about the company, including business structure (corporation, LLC, etc.) and what the company provides or produces to the public.]

III. EMPLOYMENT POLICY GUIDELINES

A. Employment-At-Will

Each employee at [COMPANY] is an at-will employee. As an at-will employee, you have the right to leave your employment with [COMPANY] at any time and for any reason. Further, [COMPANY], as your employer, has the right to terminate your employment at any time with or without reason or cause and with or without notice. Nothing contained in this handbook is intended to create a contract of employment. Understand that no supervisor, manager, or representative of [COMPANY], other than authorized signors, has the authority to enter into any agreement with you for any specified period or to make any such promises or commitments.

B. Employment Status

It is the intent of [COMPANY] to clarify the definitions of the employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period.

Full-Time Employees

Individuals who are actively employed at least [NUMBER] hours per week. These individuals may enjoy all benefits under [COMPANY]'s policies set forth in this handbook.

Part-Time Employees

Individuals who are actively employed at least [NUMBER] hours per week, but less than [NUMBER] hours per week. These individuals are eligible to participate in certain company benefits as outlined in this handbook and those required by law.

Temporary Employees

Individuals who work less than [NUMBER] hours per week or for a period of less than 90 days. These individuals are not eligible to participate in the benefits under [COMPANY]'s policies as set forth in this handbook.

In accordance with the Fair Labor Standard Act (FLSA), federal regulations require that all employees be categorized as exempt or non-exempt employees.

Non-Exempt Employees

Individuals whose positions do not meet the criteria for exemption from the minimum wage and overtime pay requirements in accordance with the FLSA and/or state law. All hourly positions at [COMPANY] are considered non-exempt.

Exempt Employees

Individuals whose positions do meet the criteria for exemption from the minimum wage and overtime pay requirements in accordance with the FLSA and/or state law. All salaried positions at [COMPANY] are considered exempt.

C. Work Time and Office Hours

In an ongoing effort to make [COMPANY] an outstanding place to be employed, we have developed the following work time and overtime guidelines. These guidelines are intended to clarify and answer any questions you may have concerning what constitutes "work time" and when you are eligible for overtime.

If you have any questions, please contact your direct supervisor or Human Resources.

Business Hours

[The purpose of this section is to set out the company's business hours.]

Workweek

[The purpose of this section is to set out the company's defined workweek.]

Meal and Rest Periods

Employees are expected to take meal and rest periods as available by law. Failure to take meal and rest periods without providing advance notice may result in disciplinary action.

All employees are entitled to a paid 10-minute rest period for every four (4) hours worked or major fraction thereof. To the extent possible, rest periods will be provided in the middle of each four (4) hour period worked. Rest periods are not to be added to extend the lunch period without prior approval from a supervisor.

Employees who work a continuous eight (8) hours are entitled to an uninterrupted meal period of at least 30 minutes. This meal period will not be considered work time and will therefore be unpaid. [COMPANY] may schedule lunch periods to always ensure adequate staffing.

D. Time Keeping and Deductions

[COMPANY] takes all reasonable steps to ensure that employees receive the correct amount of pay for each pay period and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly notify Human Resources of the discrepancy so that corrections can be made as soon as possible.

Time Sheets

All employees are required to complete a timesheet for each pay period.

[COMPANY] expects all employees to accurately record time worked. Altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Scheduled Pay Dates

[The purpose of this section is to outline the pay schedule for the company. If different classes of employees have different pay schedules, that should be detailed here.]

Payroll Deductions

The law requires that [COMPANY] make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes as well as social security taxes. [COMPANY] may also make authorized deductions from employee compensation to cover the costs of voluntary participation in [COMPANY] programs and benefits.

E. Overtime

All employees must clear all overtime or compensatory time with their supervisor prior to accruing any such time. Employees who work overtime without receiving prior authorization may be subject to disciplinary action up to and including termination of employment.

Non-Exempt Employees

Non-exempt employees are entitled to overtime pay for any time worked over 40 hours in a work week or over 8 hours in a workday, if applicable. Overtime pay is based on actual hours worked. Time off for paid time off, sick leave, vacation, or any leave of absence will not be considered hours worked for purposes of calculating overtime pay. Overtime is calculated at one and one-half times the employee's normal hourly gross pay rate. All normal deductions are applicable to overtime pay.

Exempt Employees

Exempt employees are expected to devote the hours necessary to complete the requirements of their job. Compensatory time in lieu of salary is not permitted.

F. Employee Files & Records

Employee records are maintained by [COMPANY] Human Resources. It is each employee's responsibility to inform Human Resources of any changes to their personnel, benefits, payroll, or other employee records, including but not limited to, changes in residence, telephone number, beneficiaries for insurance policies, additions, or reductions of dependents for applicable benefits such as health insurance, changes to your 401K, and emergency contacts, etc.

IV. EMPLOYMENT, DISCIPLINE & TERMINATION

A. Hiring and Employment

Introductory Period

[The purpose of this section is to outline the terms and conditions of an employee's introductory or probationary period, if the Company requires such an introductory period.]

Equal Opportunity

We are committed to providing equal employment opportunities to all employees and applicants without regard to race; religion; color; sex (including breast feeding and related medical conditions); national origin; citizenship status; uniform service member status; sexual orientation; gender identity or expression; pregnancy, childbirth, or a related medical condition; age; genetic information; disability (including human immunodeficiency virus and including the use of an aid, appliance or service animal); victims of domestic violence; or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Immigration Law Compliance

[COMPANY] is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and

present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Employment Eligibility Verification Form I-9 if they have not completed one with [COMPANY] in the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

New employees will be expected to fulfill these requirements within the first three (3) days of employment. Any employee who is unable or unwilling to do so will be terminated. All documentation is to be provided to Human Resources.

Requests for Accommodation [for employers with 15 or more employees]

The Company is committed to complying with all laws protecting qualified individuals with disabilities; pregnancy, childbirth, or a related medical condition; victims of domestic violence; as well as employees' religious beliefs and observances. This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment. The Company will provide a reasonable accommodation for any known physical or mental disability of a qualified individual; employees' pregnancy, childbirth, or a related medical condition; victims of domestic violence; and/or employees' religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual.

If you require accommodation to perform the essential functions of your job and/or for your religious beliefs or observances, you must notify Human Resources. Once the Company is aware of the need for accommodation, the Company will engage in an interactive process to identify possible accommodations.

If you believe that you have been treated in a manner not in accordance with these policies, please notify the Company immediately by speaking to Human Resources. You are encouraged to utilize this procedure without fear of retaliation.

Break Time for Nursing Mothers

[COMPANY] will provide an employee who is a mother of a child under one (1) year of age with reasonable break time to express breast milk, as needed, and a place (other than a bathroom), which is reasonably free from dirt and pollution, and protected from the view of and intrusion by others, where the employee may express breast milk. If [COMPANY] determines that providing reasonable break time and suitable facilities will cause an undue burden on the Company, the employee and [COMPANY] may meet to discuss and agree on a reasonable alternative.

Nevada Pregnant Workers' Fairness Act [for employers with 15 or more employees]

Upon request [COMPANY] will provide reasonable accommodations to female employees and applicants for employment for a condition of the employee or applicant relating to pregnancy, childbirth, or a related medical condition, unless the accommodations would impose an undue hardship on [COMPANY].

Such reasonable accommodations may include, but are not limited to:

- Modifying equipment or providing different seating
- Revising break schedules, which may include revising the frequency or duration of breaks
- Providing space in an area other than a bathroom that may be used for expressing breast milk
- Providing assistance with manual labor if the manual labor is incidental to the primary work duties of the employee
- Authorizing light duty
- Temporarily transferring the employee to a less strenuous or hazardous position
- Restructuring a position or providing a modified work schedule

If reasonable accommodation is requested, [COMPANY] and the employee will engage in a timely, good faith, and interactive process to determine an effective and reasonable accommodation. [COMPANY] may require a statement from the employee's physician concerning the specific accommodation recommended by the physician.

[COMPANY] will not take an adverse employment action against a female employee because the employee requests or uses a reasonable accommodation pursuant to this policy.

B. Performance and Conduct

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Company.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

[Provide examples of unacceptable conduct.]

Employment with the Company is "at-will" and either party may terminate that relationship at any time, with or without reason, cause, and with or without advance notice.

These guidelines are intended to ensure employees understand the types of conduct that are prohibited. This policy will not be interpreted or applied so as to interfere with the rights of employees to discuss or share information related to their wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

Performance Standards

[The purpose of this section is to outline how performance is measured (i.e. attendance, productivity, professionalism).]

Performance Reviews

Performance reviews should not be confused with salary reviews. Performance reviews are conducted to assist you in maintaining high performance level on a continuing basis. Performance reviews during the first year of employment will be conducted [INTERVAL (i.e. 90 days, 6 months, 9 months, etc.)], and thereafter on an annual or as needed basis. A performance review, whether favorable or less favorable, does not remove the employer's or employee's right to terminate employment with [COMPANY] at any time. A favorable performance review shall not be

considered a promise of or contract for continued employment. Signature by the employee does not indicate agreement with the contents of a performance review.

Unsatisfactory Performance

[COMPANY] will endeavor to provide a working environment that is both comfortable and conducive to productivity. If [COMPANY] is dissatisfied with the employee's performance on the job, then in appropriate circumstances, Human Resources or the supervisor may assist the employee in resolving issues.

Salary Review

Salary increases are not automatic. Merit increases are based on, but not limited to, (1) quality performance of functions as listed in the job descriptions, (2) exceeding acceptable performance standards, and (3) the economic circumstances of [COMPANY].

Personal Appearance and Behavior

We expect all employees to use good judgment with respect to their dress and appearance and to present a neat, well-groomed appearance, and a courteous disposition. We feel that these qualities go further than any other factor in making a favorable impression on customers and your co-workers.

[Provide details of dress code requirements and any prohibitions.]

Employees are also expected to behave and conduct themselves in a professional manner at all times in the workplace. Unprofessional behavior in the workplace, such as [LIST EXAMPLES OF UNACCEPTABLE BEHAVIOR HERE] is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

C. Termination and Discipline

Right to Termination & Progressive Discipline

The purpose of this policy is to state [COMPANY]'s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. [COMPANY]'s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with [COMPANY] is based on mutual consent and both the employee and [COMPANY] have the right to terminate employment at will, with or without cause or advanced notice, [COMPANY] may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay and/or benefits, or termination of employment—depending on the severity for the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

[COMPANY] recognizes that certain types of employee problems that are serious enough to justify either a suspension, or, in the extreme situations, termination of employment, without going through the usual progressive discipline steps. In those cases where an employee's behavior creates a serious disruption or danger to [COMPANY], other staff, volunteers, or the public-at-large, where the employee's behavior is criminal in nature, or other circumstances that warrant immediate attention, [COMPANY] reserves the right to terminate the employee immediately.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and [COMPANY]. Nothing in these procedural guidelines creates a contract for employment or otherwise changes or alters the at-will employment relationship.

Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation: voluntary termination of employment initiated by the employee
- Discharge: involuntary termination of employment initiated by the company
- Layoff: involuntary termination of employment initiated by the company for non-disciplinary reasons

Since employment with [COMPANY] is based on mutual consent, both the employee and [COMPANY] have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination. The employee will be notified in writing by management of the changes to each benefit's terms, conditions, and limitations.

- Voluntary: should you have reason to terminate your employment, please give [COMPANY] at least two (2) weeks prior written notice of your intention to terminate employment with [COMPANY]. Your wages and other monies earned and unpaid will be paid on the next regular payday or within seven (7) days of your last day of employment, whichever comes first.
- Involuntary: an employee who is involuntarily dismissed may not be given any advanced notice. Upon involuntary termination, an employee is entitled to receive their earned but unpaid wages, personal time off and other legally required monies on their last day of employment.

V. EMPLOYEE BENEFITS

Below are the current benefits for [COMPANY] employees. The benefits are offered to create a successful employment environment. Though [COMPANY] strives to keep our benefits package comparable with similarly situated businesses, there are times when we must change, eliminate, or add benefits. To that end, please be advised that the benefits listed here may be changed from time-to-time. [COMPANY] offers no guarantee or assurance that these benefits will always be available. All benefits may be modified on an individual basis by [COMPANY].

Eligible employees at [COMPANY] are provided a wide range of benefits; however, eligibility is dependent upon a variety of factors. Many programs, such as Social Security, workers' compensation, and unemployment insurance, cover all employees in the manner prescribed by law.

A. Holidays

[COMPANY] will grant paid holiday time to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on [describe calculation].

[COMPANY] observes the following paid holidays during the year:

[List company holidays]

When a holiday falls on a Saturday or Sunday, [COMPANY] will be closed the Friday before or the following Monday, depending on the holiday.

B. Paid Time Off

[COMPANY] provides employees with paid time off (PTO) from work. PTO may be taken for any reason, including vacation, sick days, or other personal time away from work.

[Provide details of PTO provided by Company, including eligibility, accrual, and use. Vacation or sick leave policies can be added in place of PTO.]

C. Additional Leaves of Absence

Military Leave, Reserves, and Active Duty

[COMPANY] adheres to the National Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) for active duty if services are for the United States military and the National Guard.

Jury Duty & Witness Summons

If an employee is subpoenaed to appear in court as a witness or called for jury duty, the employee will be granted [PAID / UNPAID] leave. Employees shall provide their supervisor with a copy of the jury summons at least three (3) days prior to appearing for jury duty.

Voting

[COMPANY] encourages employees to fulfill their civic responsibilities by participating in local and national elections. If an employee is unable to find time to vote before or after their regular work schedule, [COMPANY] will grant up to three (3) hours of paid time off to vote.

Domestic Violence & Sexual Assault Victims' Leave

Employees of [COMPANY] who have been employed for 90 days and who are victims of domestic violence and sexual assault (as defined by Nevada law), or employees whose family or household members have been a victim of domestic violence or sexual assault, may take up to 160 hours of [PAID / UNPAID] leave within 12 months immediately following the date on which the domestic violence or sexual assault occurred. Leave may be taken consecutively or intermittently.

Leave may be taken for the following reasons:

- Diagnosis, care, or treatment of a health condition related to an act of domestic violence or sexual assault.
- To participate in court proceedings related to an act of domestic violence or sexual assault.

- To obtain counseling or assistance related to an act of domestic violence or sexual assault.
- To establish a safety plan, including an action to increase the safety of the employee or his/her family or household member from future acts of domestic violence or sexual assault

No advance notice is required for the initial leave. After the initial leave, employees must provide at least 48 hours of notice before taking additional leave. Employees may be required to provide documentation that confirms or supports the need for leave (i.e., police report, documentation from a physician, etc.).

Other reasonable accommodations may be made for employees who are victims of domestic violence or sexual assault, or whose family or household member is a victim.

Kin Care Leave *[for employers who voluntarily offer paid or unpaid sick leave]*

Employees may use available sick leave for illness, injury, medical appointment, or other authorized medical need of an immediate family member. [Sick leave used for this purpose is limited to the amount of leave accrued during a 6-month period or ____ days/hours.]

For purposes of this policy, an immediate family member includes the employee's child, foster child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, and any person for whom employee is a legal guardian.

D. Additional Benefits and Requirements

Workers Compensation

[COMPANY] provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained within the course and scope of employment with [COMPANY] that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor the on-the-job injury may appear, it is important that it be reported immediately.

Unemployment Insurance

Federal and state law require [COMPANY] to contribute to unemployment insurance on behalf of its employees in the event an employee is laid off or otherwise involuntarily terminated. Please note, federal and state rules and regulations concerning an employee's right to unemployment compensation change from time to time. [COMPANY] makes no warranty or guarantee that an employee will be entitled to receive unemployment compensation at the time of termination.

Social Security

[COMPANY] contributes to FICA in an amount established by the federal government for retirement, long-term disability payments, or survivors' benefits on behalf of each employee. Employees pay an equal amount.

E. Insurance and Benefits Programs

[COMPANY] offers a variety of benefit programs to its qualified full-time employees to assist them with their current and future security and financial wellbeing. For qualified employees, these

programs are paid for by [COMPANY]. Details of the plans are provided in specific plan certificates and summary plan descriptions provided to each plan participant. Enrollment forms will be made available to employees upon employment with [COMPANY]. [COMPANY] reserves the right to change, amend, cancel, or add other plans, coverage, or carriers at any time for any reason without advanced notice to employees.

[COMPANY] provides no guarantee that any employee will qualify for coverage under one or all of the offered benefits programs. It is the decision of the benefit provider itself, not [COMPANY], whether an individual qualifies for coverage. [COMPANY] provides no guarantee of compensation to the employee if coverage is denied.

Health Insurance

[Outline general description of health insurance benefits offered, including eligibility, beginning of coverage, etc.]

Dental Insurance

[Outline general description of dental insurance benefits offered, including eligibility, beginning of coverage, etc.]

Life Insurance

[Outline general description of life insurance benefits offered, including eligibility, beginning of coverage, etc.]

Retirement Benefits

[Outline general description of retirement benefits offered, including eligibility, beginning of coverage, etc.]

VI. GENERAL OFFICE POLICIES & PROCEDURES

A. Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment. Employees who report hazardous or dangerous conditions in good faith shall not face retaliation for such reporting.

B. Security Inspections

[COMPANY] wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, [COMPANY] prohibits the possession, transfer, sale, or use of such materials on its premises. [COMPANY] requires the cooperation of all employees in administering this policy. Desks, office, and other storage devices may be provided for the convenience of employees but remains the sole property of [COMPANY]. Accordingly, they, as well as any articles found within them, can be inspected by [COMPANY] at any time, either with or without prior notice.

C. Drug and Alcohol Use

It is [COMPANY]'s goal to provide a drug-free, healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws) while on the job poses serious health and safety risks to employees and members of the public/others, which is not tolerated.

Violations of this policy may lead to disciplinary action, up to and including termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Violations of this policy may also have legal consequences.

D. Harassment

Sexual harassment is any verbal or physical conduct of a harassing nature, requests for sexual acts or favors, unwelcome sexual advances, or any other conduct with the purpose or effect of which unreasonably interferes with an individual's work performance or creates a hostile, intimidating, or offensive work environment. Sexual harassment is illegal. Racial, religious, national origin, and ethnic harassment is also illegal. For this reason, no employee should engage in any behavior toward fellow workers that could be viewed as harassment. Because harassment of any kind is a serious offense, [COMPANY] will deal with it in the strictest of terms, which may include the termination of those found to have engaged in such conduct.

If any employee believes they have been harassed, [COMPANY] requests that the matter be brought to the attention of a supervisor and/or Human Resources.

[NOTE: Depending on the size of your business, type of operations, or company culture, there may be additional policies that you may want to include in an employee handbook, including Family & Medical Leave (FMLA), COBRA, Remote Work / Telecommuting, Privacy, Social Media, etc.]

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I, _____, have been provided with and reviewed [COMPANY]'s Employee Handbook. The Employee Handbook describes important information about [COMPANY], and I understand that I should consult with Human Resources or my direct supervisor regarding any questions not answered in the Employee Handbook.

I have entered into an employment relationship with [COMPANY] voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or [COMPANY] can termination the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur, exception to [COMPANY]'s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the management of [COMPANY] has the ability to adopt any revisions to the policies in the Employee Handbook.

Furthermore, I acknowledge that the Employee Handbook is neither a contract of employment nor a legal document. I understand that it is my responsibilities to read and comply with the policies contained in the Employee Handbook and any revisions made to it.

Employee's Name: _____

Employee's Signature: _____

Date: _____