

Essentials of Employee Handbook

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EMPLOYEE HANDBOOK

Every establishment will prepare a document which has certain Employment conditions for those employees/workers, engaged in. In India, such documentation is legislatively mandatory for establishments under the “Industrial Establishments Standing Order Act”. But, mostly manufacturing establishments comply with such certification, as the documents helps them during challenges in Industrial Relations. Commercial Establishments rarely obtains such certification under the legislation.

LET US DISCUSS, WHAT AN EMPLOYEE HANDBOOK OR HR POLICY OR CODE ON ETHICS SHOULD CARRY IN ITS DOCUMENT?

OVERVIEW AND PURPOSE

To explain in detail the requirement of having an Employee Handbook

ORGANIZTIONAL INFORMATION

Organization Chart and their contact details with roles. Information about Companies Policy or Code of Conduct or Ethics manual and other details about various committees, etc

WORK PLACE TIMINGS

Working hour schedules, Flexible working hour details, Remote Working, attendance marking norms, etc

WORK BREAK NORMS

Work break norms which includes, time-out for beverages, food etc.... What is expected from the employee while he/she is moving out of workplace, etc

OTHER BASIC INSTRUCTIONS

- » Instructions regarding applicable Leave, Holiday and Absence
- » Rules to enter and exit the offices building
- » Workplace emergencies - Instructions for emergency situations (health and safety information)
- » Instructions to book the conference rooms or meeting spaces
- » Instructions to access the company phone
- » Instructions to use the copy machine
- » Instructions to request IT assistance
- » Instructions to access email
- » Office protocols (recreational infrastructure)
- » Payroll Information
- » Performance and Appraisal information
- » Standard Email Signatures
- » Information about online applications and/or team tools for group use
- » Dress code (if applicable)
- » List of Misconducts (including Sexual Harassment)
- » Instructions for separation (by Employer and by Employee)
- » Nomination procedures
- » Career development programs
- » Internal job opportunities and procedures

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