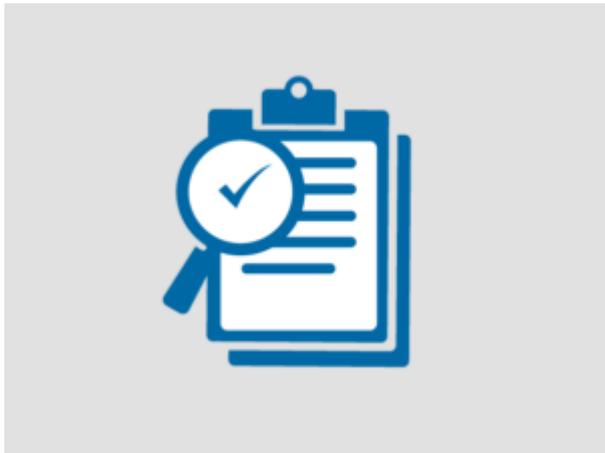


Employee Manual Template



A basic manual that contains general policies and procedures that affect all employees is a fundamental tool in any organization. While ownership of the Employee Manual typically lives with the HR Department, all organizational leaders should be very familiar with the contents of such a document.

To use this template, fill in the blanks indicated by the square brackets and grey text, delete this introductory text, and delete or change all grey text to black before submitting or finalizing.