



Sample Employee Handbook 2026

SMALL BUSINESS EMPLOYEE HANDBOOK

Prepared by: **[Your Name]**

I. Introduction

Welcome to **[Your Company Name]**! We are delighted to have you as part of our team. This Employee Handbook outlines the policies, procedures, and expectations for all employees.

II. Company Mission

At **[Your Company Name]**, our mission is to deliver exceptional products and services to our customers while fostering a positive and inclusive workplace. We believe that our employees are our greatest asset, and we are committed to your growth and success.

III. Employment Policies

A. Equal Employment Opportunity (EEO)

[Your Company Name] is an equal-opportunity employer. We prohibit discrimination against any employee or applicant based on race, gender, religion, national origin, age, disability, or any other legally protected characteristic.

B. Harassment-Free Workplace

We are committed to providing a work environment free of harassment. Any form of harassment, including sexual harassment, will not be tolerated. Employees are encouraged to report any incidents of harassment to their supervisor or HR immediately.

C. Employee Classification

- **Full-time Employees:** Those who work 30 or more hours per week.
 - **Part-time Employees:** Those who work fewer than 30 hours per week.
 - **Temporary Employees:** Hired for a specific period or project.
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IV. Work Schedule and Time Off

A. Work Hours

Standard working hours are from 9:00 AM to 5:00 PM, Monday to Friday. Flexible work arrangements may be available depending on your role and responsibilities.

B. Overtime

Overtime must be approved by a supervisor. Non-exempt employees will be compensated for overtime hours worked, by applicable labor laws.

C. Vacation Policy

Full-time employees are entitled to 16 days of paid vacation per year. Vacation requests should be submitted in advance for approval.

D. Sick Leave

Employees are granted 10 days of sick leave per year. Sick leave may be used for personal illness or to care for an immediate family member.

V. Employee Benefits

[Your Company Name] offers a range of benefits to eligible employees, including:

- Health insurance
 - Retirement plan options
 - Professional development opportunities
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VI. Employee Conduct

A. Code of Conduct

All employees are expected to conduct themselves professionally and uphold the company's values. This includes respect for colleagues, punctuality, and adherence to company policies.

B. Disciplinary Action

Failure to comply with company policies may result in disciplinary action, up to and including termination of employment.

VII. Safety and Security

[Your Company Name] is committed to ensuring a safe work environment for all employees. Please follow all safety protocols and report any hazards to your supervisor immediately.

VIII. Confidentiality

Employees are required to maintain confidentiality regarding the company's proprietary information, including client details, trade secrets, and financial data.

IX. Employee Acknowledgment

By signing below, you acknowledge that you have received, read, and understood the policies and guidelines outlined in this Employee Handbook. You agree to adhere to the rules and regulations set forth by **[Your Company Name]**.

Employee's Signature
<i>Signature</i>
