# **📗 Employee handbook etc.**

**Employee Handbook**

*Your go-to document for your company’s policies on team culture, legal obligations of employees and the hiring party, and vacation/sick day/equity policies. (You can also link your Employee Handbook here if it’s in a different format).*

*A Handbook reference on your PerfectWiki can look something like this:*

**Team Culture and Values**

**Employee Legal Obligations and Rights**

**Employer Legal Obligations and Rights**

**Vacation, Sick Day, and Maternity Leave**

**Medical Insurance**

**Equity Policies**

**Payroll Documents**

*This section should include important files such as PayPal and void cheque forms for new employees, salary scales, and commission policies.*