**Employee Policy Manual Outline for Small Business**

Here is an outline that you might be able to use to create an Employee Policy Manual. Documenting and providing this information to your employees, saves you time and creates a document that they can use to enable them to understand your culture, procedures and expectation. Try to document all the key policies and procedures you have and publish them annually in an Employee Handbook

* Our Mission, Vision and Values
1. The History of our Business
2. Customer Service Policy
3. Attendance Policy
4. Benefits Policy
5. Employee Discount Policy
6. Community Giving Policy
7. Confidentiality Policy
8. Disability Leave
9. Dress Code Policy
10. Drug use Policy
11. Ethics Policy
12. Family Medical Leave Policy
13. Food Policy
14. Conflicts of Interests
15. Harassment/Professional Conduct Policy
16. Holidays Policy
17. Wellness Days
18. Internal Transfer Policy
19. Medical Leave
20. Paternity Leave
Maternity Leave
21. New Hire Forms Procedure
22. Paid Time Off Policy
23. Payroll Procedure
24. Performance Evaluations
25. Phone Usage Policy
26. Printing / Photocopier Policy
27. Short Term Leave Policy
28. Travel & Entertainment Policy
29. Workers’ Compensation Policy