

Employee Onboarding Template

Section 1: About Us

- Welcome** the new hire to the company.
Example: "Welcome to [Company Name]! We're excited to have you on our team and look forward to seeing the great things you'll accomplish as part of our journey."
- Briefly outline the company's **mission and vision**.
Example: "Our mission is to [state mission]. Our vision is to [state vision]."
- List and explain the company's **core values**.
Example: Integrity, Innovation, Collaboration"

Section 2: Employment Policies

- Include a statement about commitment to diversity and inclusion for **equal opportunity employment**.
Example: "We are an equal opportunity employer and do not discriminate based on race, gender, religion, or disability."
- Outline a **code of conduct** to define acceptable workplace behavior and ethics.
Example: "Employees are expected to maintain professionalism, respect coworkers, and follow company policies."
- Describe zero-tolerance policies for harassment and bullying in your **anti-harassment policy**.
Example: "Harassment of any kind, including verbal, physical, or online misconduct, will not be tolerated."
- Include a **confidentiality agreement** to explain expectations regarding proprietary and confidential information.
Example: "Do not share sensitive company information, such as trade secrets or client data, outside of work."

Section 3: Workplace Guidelines

- Define regular **working hours** and policies for overtime or flexible schedules.
Example: "Standard working hours are Monday to Friday, 9:00 AM to 5:00 PM, with flexible start times available upon request."
- Under the **attendance and leave policy**, explain rules for reporting absences, requesting leave, and adhering to attendance expectations.
Example: "Notify your manager via email or phone at least two hours before your shift if you're unable to attend work."
- Outline acceptable attire based on your company culture in a **dress code** section.
Example: "Smart casual attire is expected during office hours; jeans are permitted on Fridays."
- If applicable, include a **remote work policy** that provides guidelines for working remotely, including communication expectations and technology use.
Example: "Ensure availability during core hours (10:00 AM–4:00 PM) and maintain regular communication with your team."

Section 4: Compensation and Benefits

- Describe how and when employees are paid under **payroll information**.
Example: "Employees are paid biweekly on Fridays via direct deposit."
- List key **employee benefits**, such as health insurance, retirement plans, and paid time off.
Example: "We provide comprehensive health insurance, a 401(k) plan with matching, and 15 days of PTO annually."
- Include a section for **bonuses and incentives** to explain performance-based rewards
Example: "Top performers are eligible for quarterly bonuses based on individual and team goals."

Section 5: Professional Development

- Outline **training programs** and development opportunities.
Example: "New hires complete a two-week onboarding program, including software training and team introductions."
- Under **performance reviews**, describe the frequency and process of performance evaluations.
Example: "Performance reviews occur semi-annually, focusing on accomplishments, goals, and areas for growth."

Section 6: Safety and Security

- Include **workplace safety policies** to provide guidelines on safety procedures and reporting hazards
Example: "Report hazards, such as spills or broken equipment, immediately to your manager or the safety officer."

- Under **emergency procedures**, outline protocols for fire drills, evacuations, or medical emergencies.
Example: "In case of fire, exit through the nearest emergency door and meet at the designated assembly point."

- Include the **IT and Cybersecurity Policy** to clarify expectations for using company devices, email, and internet access
Example: "Use strong passwords for all work accounts and report phishing attempts to the IT team."

Section 7: Termination Policies

- Explain notice requirements for **voluntary resignation**.
Example: "Provide at least two weeks' written notice to your manager when resigning."
- Outline reasons for termination and processes involved in **involuntary termination**.
Example: "Termination may occur due to repeated policy violations or performance issues, as outlined in the Code of Conduct."

Section 8: Agreement & Acknowledgment

- Include a section where employees **sign to acknowledge** they've read and understood the handbook.
Example: "I, [Employee Name], acknowledge that I have read and understand the policies outlined in this handbook."
- In the **closing statement**, reiterate the company's commitment to employee well-being and success.
Example: "We're committed to supporting your success and look forward to seeing you grow with us at [Your Company Name]."