**Template: Welcome Pack/Company Handbook**

This should be amended to suit your company’s requirements and should include all the information a new employee needs to know.

Welcome Pack

[Insert your Company Name]

[Insert Company Logo Here]

 [Insert strapline if you have one]

[Insert date last updated]

Suggested Contents Page

|  |  |
| --- | --- |
|  | Page |
| * Welcome to the Company
 |   |
| * Induction
 |  |
| * Probationary Period
 |  |
| * Statement of employment terms and conditions
 |  |
| * Equal opportunities
 |  |
| * Health and safety
 |  |
| * Pay
 |  |
| * Training and Appraisals
 |  |
| * Dress Code
 |  |
| * Smoking policy
 |  |
| * Consumption of Alcohol and Drugs
 |  |
| * Personal Property
 |  |
| * Use of email, internet and social media
 |  |
| * Personal calls and mobile phones
 |  |
| * Data protection
 |  |
| * Leave
	+ Holiday leave
	+ Maternity leave
	+ Paternity Leave
	+ Compassionate leave
	+ Sick leave
 |  |
| * Disciplinary Procedure
 |  |
| * Grievance Procedure
 |  |
| * Termination of employment
 |  |

**Welcome**

[Insert information to welcome new employees to the company and explain the purpose of the handbook]

**Our Company**

[Insert information explaining how the company started and an overview of products and services offered. Also include company Vision, Mission and Values statement here if applicable]

**Induction**

[Insert information explaining induction process and timescales for new employees]

**Probationary Period**

[Insert information regarding purpose and length of probationary period]

**Statement of Employment Terms and Conditions**

[Insert written Statement of Terms and Conditions for employment]

**Equality and Diversity/Equal Opportunities**

[Insert policy statement demonstrating the company’s commitment to encouraging equality and eliminating discrimination. This should reflect the law, namely the Equalities Act 2010]

**Health and Safety**

[Insert information to support health and safety requirements]

Companies that employ five or more employees are required by law to have a written health and safety policy statement.

**Pay**

[Insert statement informing employees of how and when they will receive their pay]

**Appraisals and Training**

[Insert information to inform employees of your training and development activities and appraisal process]

**Dress Code/Work Wear**

[Insert information informing employees of the dress code or uniform requirements]

You must ensure your dress code policies are not implemented in a discriminatory way.

**Smoking policy**

[Insert information to inform employees of the smoking policy]

**Alcohol and Drug Consumption**

[Insert information to inform employees of the company’s tolerance towards alcohol and drugs consumption]

**Personal Property**

[Insert statement to inform employees of responsibilities in relation to personal property]

**Use of email, Internet and Social Media**

[Insert statement informing employees of responsibilities in relation to use of computers and rules in relation to email use, internet use and social media use]

**Telephones and Mobile Phones**

[Include a statement to inform employees of responsibilities in relation to making personal calls]

**Confidentiality and Data Protection**

[Include a statement to inform employees of responsibilities in relation to handling sensitive and identifiable information]

**Leave**

[Insert information and/or policies to support leave entitlements and procedures for requesting leave. This should include Holiday Leave, Maternity and Paternity Leave Compassionate Leave and Sick Leave, and other leave policies in place]

**Disciplinary Procedure**

[Insert company disciplinary policy/procedures]

**Grievance Procedure**

[Insert company grievance policy/procedure]

**Termination of employment**

[Insert information informing employees of process for resigning from their job role]