**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

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| --- | --- |
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| * Welcome to the Company |  |
| * Induction |  |
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| * 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 |  |
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| * Personal calls and mobile phones |  |
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| * 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]