HR Policy and Procedure Manual Template

Who should use this template?

This manual is designed to be used by any small business owner or operator who employs people in their business.

Why use a HR policy and procedure manual?

In short this manual helps you to establish robust structure and a basic set rules that you will use to manage your people on a day to day basis.

This is important because using a structured approach from day one will help you to ensure:

- that: you meet your basic legal obligations
- that you help your people managers to make consistent and reliable decisions this
 promotes a culture of fairness
- that you have established a clear understanding of expectations, rules and consequences
- that you welcome and introduce your employees to your business and their new job

It takes some effort to complete, but brings definite long-term benefits as it will minimise the incidence of people reverting to their own set of rules which in turn reduces disputes or grievances caused by confusion, and it adds to the overall professionalism of your business operations.

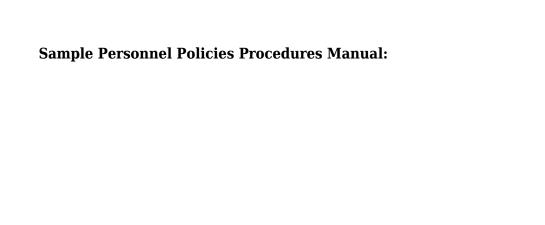
How to complete this template

Designed to be customised

This template for a HR manual is made up of example topics and sections. It is completely customisable based on your specific requirements; in fact the more time you spend tailoring it to your specific requirements the more effective it will be.

Sample Personnel Policies Procedures Manual

Ronald A. Landskroner



Delve into the emotional tapestry woven by in Dive into the Emotion of **Sample Personnel Policies Procedures Manual**. This ebook, available for download in a PDF format (*), is more than just words on a page; itis a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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