

Employee Manual

Dental Practice Mission Statement

This dental practice exists to provide quality dental care to its patients on a timely and efficient basis.

Equal Employment Opportunity

It is the policy of the dental practice not to discriminate against employees or applicants on the basis of race, color, national origin, sex, age, religion, marital status, or the presence of any sensory, physical or mental disability (provided that such disability does not hinder job performance) with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. All employment decisions shall be consistent with the principle of equal employment opportunity.

Any employee or applicant who feels that he or she has been discriminated against because of race, color, religion, sex, age, national origin, marital status, or sensory, physical, or mental disability should report such incidents to management without fear of reprisal. Confidentiality will be maintained.

Anti-Harassment Policy

The dental practice is committed to the principle that all individuals should be treated with dignity and respect. Harassment of an individual because of race, sex, sexual orientation, disability, age, religion, national origin, or any other reason will not be tolerated.

Although harassment for any reason is contrary to office policy, sexual harassment is a problem that deserves particular attention. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature.

Any employee who witnesses harassment or who believes that he or she has been harassed should immediately report the incident to management. All reports will be investigated promptly, fully, and completely, and special privacy safeguards will be applied in handling sexual harassment complaints. No reprisals will be taken against an employee for making a complaint. The office will keep confidential documentation of all allegations and investigations and will take appropriate corrective action—including disciplinary measures against employees and dismissal of patients from the practice, when justified—to remedy all violations of this policy.

Suspected Misconduct and Dishonesty

The employer will not tolerate theft or other misappropriation of assets, misstatements and other irregularities in the company records, wrongdoing, forgery or other alteration of documents, fraud, other unlawful acts, and any similar acts. It is improper to make a false report or to provide false, inaccurate, deceptive, or misleading information in any patient record or to any insurer, third-party administrator, patient, or other party. Every employee has a responsibility to report suspected misconduct and dishonesty.

Employee Status

Except as otherwise provided by written agreement or prohibited by law, employment in this office is "at will," meaning that either the employee or the employer can terminate the employment relationship at any time, with or without cause and without prior notice.

Sample Employee Manual Model 2015

K Morrison



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Table of Contents Sample Employee Manual Model 2015

1. Understanding the eBook Sample Employee Manual Model 2015
 - The Rise of Digital Reading Sample Employee Manual Model 2015
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Employee Manual Model 2015
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Employee Manual Model 2015
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Employee Manual Model 2015
 - Personalized Recommendations
 - Sample Employee Manual Model 2015 User Reviews and Ratings
 - Sample Employee Manual Model 2015 and Bestseller Lists
5. Accessing Sample Employee Manual Model 2015 Free and Paid eBooks
 - Sample Employee Manual Model 2015 Public Domain eBooks
 - Sample Employee Manual Model 2015 eBook Subscription Services
 - Sample Employee Manual Model 2015 Budget-Friendly Options
6. Navigating Sample Employee Manual Model 2015 eBook Formats

- ePub, PDF, MOBI, and More
- Sample Employee Manual Model 2015 Compatibility with Devices
- Sample Employee Manual Model 2015 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Employee Manual Model 2015
 - Highlighting and Note-Taking Sample Employee Manual Model 2015
 - Interactive Elements Sample Employee Manual Model 2015
- 8. Staying Engaged with Sample Employee Manual Model 2015
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Employee Manual Model 2015
- 9. Balancing eBooks and Physical Books Sample Employee Manual Model 2015
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Employee Manual Model 2015
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Employee Manual Model 2015
 - Setting Reading Goals Sample Employee Manual Model 2015
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Employee Manual Model 2015
 - Fact-Checking eBook Content of Sample Employee Manual Model 2015
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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