**Employee Handbook**

**Revised on: [Date]**

**WELCOME TO [Company's Name]**

On behalf of your colleagues, we welcome you to [Company's Name] and wish you every success here. At [Company's Name], we believe that every employee contributes directly to the growth and success of the company, and we hope you will take pride in being a member of our team.

This handbook was developed to describe our employees' expectations and outline the policies, programs, and benefits available to eligible employees. Employees should become familiar with the contents of the Employee Handbook as soon as possible, as it will answer many questions about employment with [Company's Name].

Professional relationships are easier when all employees are aware of the organisation's culture and values. This guide will help you better understand the vision for the future of our business and the challenges that lie ahead.

We hope your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

**1. INTRODUCTION**

**1.1 ORGANIZATION DESCRIPTION**

**1.1.1 PRODUCTS AND SERVICES PROVIDED**

You will find more information about our products and services by reading the Corporate Brochure.

**1.1.2 FACILITIES AND LOCATIONS**

**Head Office: [Address]**

**1.1.3 THE HISTORY of [Company's Name]**

**1.1.4 VISION and MISSION**

[Company's Name]'s Vision: [Insert Vision Statement]

[Company's Name]'s Mission: [Insert Mission Statement]

**1.2 INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with [Company's Name] and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by [Company's Name] to benefit employees. One of our objectives is to provide a work environment conducive to personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As [Company's Name] continues to grow, the need may arise, and [Company's Name] reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

**1.3 CUSTOMER RELATIONS**

Customers are among the most valuable assets. Every employee represents [Company's Name] to our customers and the public. The way we do our job presents an image of our entire organization. Customers judge all of us by how each employee contact treats them. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

[Company's Name] may provide customer relations and service training to all employees with extensive customer contact. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves but also of the professionalism of [Company's Name] Bearings Ltd. Positive customer relations not only enhance the public's perception of the image of [Company's Name], but also pay off in greater customer loyalty and increased sales and profit.

**2. EMPLOYMENT**

**2.1 NATURE OF EMPLOYMENT**

[Company's Name] may terminate the employment relationship at any time with or without notice or cause, so long as there is no applicable federal or provincial law violation.

Policies outlined in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between [Company's Name] and any of its employees. The handbook's provisions have been developed at the discretion of the management and, except for its employment-at-will policy, may be amended or cancelled at any time, at [Company's Name]'s sole discretion.

**2.2 EMPLOYEE RELATIONS**

[Company's Name] believes that the work conditions, wages, and benefits it offers its employees are competitive with those other employers in this area and this industry. Employees concerned about work conditions or compensation are strongly encouraged to voice these concerns openly and directly to their department heads.

Our experience has shown that when employees deal openly and directly with their department heads, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that [Company's Name] amply demonstrates its commitment to employees by responding effectively to employee concerns.

To maintain direct employer/employee communications, we will do everything to protect the right of employees to speak for themselves.

**2.3 EQUAL EMPLOYMENT OPPORTUNITIES**

Employment decisions at [Company's Name] will be based on merit, qualifications, and abilities to provide equal employment and advancement opportunities to all individuals. [Company's Name] does not discriminate in employment opportunities or practices based on race, colour, religion, sex, national origin, age, or other characteristics protected by the law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring this issue to the attention of their immediate supervisor or the Human Resources department. Employees can make concerns and can make reports without the fear of reprisal. Anyone engaging in any unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**2.4 BUSINESS ETHICS AND CONDUCT**

**[Company's Name] Culture and Values**

**OUR MANAGEMENT:**

We see ourselves as promoters of change. We shall work in committed teams and achieve our business objectives honestly and honestly.

**OUR CUSTOMERS:**

We hope our customers will be delighted by our products and service and build long-term relationships based on mutual trust, leading [Company's Name] to be the preferred brand.

**OUR PEOPLE:**

Our people shall be competent, self-driven, and promoted on merit. They shall, with honesty and integrity, work within an environment where free expression based on mutual trust shall foster innovation.

**OUR BUSINESS:**

We see our business as market-driven, competitive, and profitable, built on partnerships based on mutual trust with respect to customers, suppliers, employees, and shareholders who see us as a progressive, dependable, and reliable company.

**CODE OF CONDUCT FOR BOARD OF DIRECTORS AND SENIOR MANAGEMENT**

The company's Directors and Senior Management employees shall follow the following Code of Conduct adopted by the company.

**Compliance and Ethical Conduct:** To comply with applicable laws, rules, and regulations and promote honest and ethical business conduct. They should create and maintain a culture of high ethical standards and commitment to compliance and to maintain a work environment that encourages stakeholders to raise concerns for the attention of the management.

**Business Opportunities:** Shall perform their roles with competence, diligence, in good faith, and in the best interest of the company and advance the company's legitimate interest whenever the opportunity to do so arises. They are expressly prohibited from taking personal opportunities discovered through the use of the company's property, information, or position.

**Fair Dealing:** We should endeavour to deal fairly and promote fair dealing by the company, its employees, agents, customers, suppliers, and employees.

**Integrity of Data Furnished:** Dedicate time and attention to the company, drawing upon their experience and providing expertise in their areas of specialisation in the best interests of the company and give careful, independent consideration to the affairs of the company and all documents placed before them to satisfy themselves with the soundness of critical decisions taken by the management.

**Conflict of Interest:** Avoid having any private interests interfere with the interests of the company or their ability to perform their duties and responsibilities objectively and effectively. There should be a full disclosure of any transaction or relationship that could give rise to an actual conflict of interest with the company and seek the necessary authorisation to pursue such transactions.

**Insider Trading:** To become familiar with and understand the laws, regulations, policies, and codes as set out by the Government and ensure that they and their immediate family do not derive any benefit or assist others in deriving any benefit from the access to and possession of information about the company or the group which is not in the public domain and thus constitutes insider information.

**Confidentiality:** Maintain the confidentiality of information entrusted to them in carrying out their duties and responsibilities, except where disclosure is approved by the company or legally mandated or if such information is in the public domain.

**Work Environment:** Provide a fair and just environment wherein all are treated equally regardless of race, caste, religion, sex, colour, ancestry, marital status, age, and maintain a work environment free of harassment whether physical, verbal or psychological.

**2.5 CONFLICTS OF INTEREST**

Employees must conduct themselves under guidelines prohibiting potential or actual conflicts of interest. This policy establishes only the framework within which [Company's Name] wishes the business to operate. These guidelines provide general directions so that employees can seek further clarification on issues related to acceptable standards of operation. Contact the respective HR departments for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee can influence a decision that may result in personal gain for that employee or a relative because of [Company's Name]'s business dealings. For this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

**2.6 NON-DISCLOSURE**

Protecting confidential business information and trade secrets is vital to the interests and success of [Company's Name]. Such personal information includes, but is not limited to, the following examples:

* Compensation data
* Pending projects and proposals
* Computer processes
* Proprietary production process
* Computer programs and codes
* Research and development strategies
* Customer lists
* Scientific data
* Customer preferences
* Scientific formulas
* Financial information
* Scientific prototypes
* Labor relation strategies
* Technological data
* Marketing strategies
* Technological prototypes
* New materials research

All employees must sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action if they benefit from the disclosed information.

**3. EMPLOYMENT STATUS AND RECORDS**

**3.1 EMPLOYMENT CATEGORIES**

It is the intent of [Company's Name] to clarify the definitions of employee classifications so that employees understand their employment status and benefit eligibility.

**REGULAR FULL-TIME employees** are those who are not in a temporary or probation status and who are regularly scheduled to work [Company's Name] full-time schedule. Generally, they are eligible for benefits, subject to each benefit program's terms, conditions, and limitations.

**REGULAR PART-TIME employees** are not assigned to a temporary or probation status and are regularly scheduled to work less than 28 hours per week. While they do receive all legally mandated benefits, they are ineligible for all of [Company's Name]'s other benefit programs.

**PROBATION** is those whose performance is evaluated to determine whether further employment in a specific position or with [Company's Name] is appropriate. Employees who complete the probation period will be notified of their new employment classification.

**CONTRACTUAL employees** are hired as interim replacements, to supplement the workforce temporarily, or to assist in completing a specific project. Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for all of [Company's Name]'s other benefits programs.

**Casual employees** are those who have established an employment relationship with [Company's Name] but are assigned to work intermittently or unpredictably. While they receive all legally mandated benefits, they are ineligible for all of [Company's Name]'s other benefit programs.

**3.2 ACCESS TO PERSONAL FILES**

[Company's Name] maintains a personnel file on each employee. The personnel file includes such information as the employee's job applications, resume, documentation of promotions and salary increases, and other employment records.

Personnel files are the property of [Company's Name], and access to the information is restricted. Generally, only supervisors and management personnel of [Company's Name] who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their files should contact the HUMAN RESOURCE DEPARTMENT. With reasonable advance notice, employees can check their personnel files in [Company's Name] offices and in the presence of the individual appointed by [Company's Name] to maintain the files.

**3.3 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify [Company's Name] of any changes in personnel data. Personal mailing addresses, telephone numbers, the number and names of dependents, individuals to be contacted in an emergency, educational accomplishments, and other such status reports should always be accurate and current. If any personnel data has changed, notify the HUMAN RESOURCE department.

**3.4 PROBATION PERIOD**

The probation period allows new employees to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. [Company's Name] uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probation basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If [Company's Name] determines that the designated probation does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specific period.

Upon completing the probation period, employees enter the regular employment classification.

During the probation period, new employees are eligible for the benefits required by law. After becoming regular employees, they may also qualify for other [Company's Name]-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

**3.5 EMPLOYMENT APPLICATIONS**

[Company's Name] relies upon the accuracy of the information contained in the employment application and the accuracy of the other data presented through the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

**3.6 PERFORMANCE EVALUATION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional performance evaluations are conducted to allow supervisors and employees to discuss job tasks, identify and correct weaknesses, encourage and recognise strengths, and discuss positive, purposeful approaches for meeting goals.

After the employee has completed their probation period of 6 months, the immediate supervisor evaluates the employee's performance and makes necessary adjustments if necessary.

The annual salary review of all employees is based on performance and is evaluated beginning in March and effective from April of the current year.

**3.7 JOB DESCRIPTIONS**

[Company's Name] makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section, essential responsibilities and duties section, a supervisor's duties section, and a qualifications section.

[Company's Name] maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, and setting standards for employee performance evaluations.

When new positions are created, the HUMAN RESOURCE department and the hiring manager prepare job descriptions. Existing job descriptions are also reviewed and revised to ensure they are current. Job descriptions may also be rewritten periodically to reflect changes in the position's duties and responsibilities. All employees must ensure their job descriptions are accurate and current, reflecting the work.

Employees should remember that job descriptions do not necessarily cover every task or duty that may be assigned and that additional responsibilities may be assigned as necessary. Contact the HUMAN RESOURCE department with any questions or concerns about your job descriptions.

**3.8 SALARY ADMINISTRATION**

The salary administration program at [Company's Name] was created to achieve consistent pay practices, comply with federal and provisional laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labour market. Because recruiting and retaining talented employees is critical to our success, [Company's Name] is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations.

Several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary surveys on pay practices of other employers, determine compensation for every position. [Company's Name] periodically reviews its salary administration program and restructures it as necessary. Merit-based adjustments may be awarded with superior employee performance documented by the performance evaluation process. Incentives and bonuses may be awarded depending on the overall profitability of [Company's Name] and based on each employee's contribution to the organization.

Employees should bring their pay-related questions to their immediate supervisors responsible for the fair administration of departmental pay practices. The accounting department can also answer specific questions about the salary administration program.

**4. TIME KEEPING / PAYROLL**

**4.1 TIME KEEPING**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal, state, and provisional laws require [Company's Name] to accurately register time worked to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Altering, falsifying, or tampering with time records or recording time on other employees' time records may result in disciplinary action, including termination of employment.

If corrections or modifications are made to time records, the employee and the supervisor must verify the accuracy of the changes by initiating the time record.

**4.2 PAYDAYS**

All employees are paid on the last day of the month. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

If a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the last workday before the regularly scheduled payday.

Employees may choose to have their pay directly deposited into their bank accounts.

**4.3 EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

**Resignation:** Voluntary employment termination initiated by the employee.

**Discharge:** Involuntary employment termination initiated by the organization.

**Layoff:** Involuntary employment termination initiated by the organization for non-disciplinary reasons.

**Retirement:** Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

**4.4 ADMINISTRATIVE PAY CORRECTIONS**

[Company's Name] takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and are paid promptly on the scheduled payday.

In the unlikely event of an error in pay, the employee should promptly bring the discrepancy to the CONTROLLER's attention so that the correction can be made as soon as possible.

**5. WORK CONDITIONS**

**5.1 VISITORS IN THE WORKPLACE**

Only authorised visitors are allowed in the workplace to provide safety and security for employees and the facility at [Company's Name]. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures equipment safety, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter [Company's Name] at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

This Employee Handbook serves as a guide to [Company's Name]'s policies and procedures. All employees need to read, understand, and adhere to the policies outlined in this handbook. Failure to comply with these policies may result in disciplinary action, including termination of employment.

By accepting employment with [Company's Name], you agree to follow the guidelines and principles outlined in this handbook. If you have any questions or concerns about the policies contained within this handbook, please contact the Human Resources Department for clarification and assistance.

Welcome to [Company's Name], and we look forward to your success as a valued team member.