

## DOCSHOP – STAFF HANDBOOKS

We set out below a brief description of the contents of each template. Each template comes with drafting notes to allow you to tailor it to the particular needs of your business.

If you require specific advice on implementing any employment documents within your business, this is charged for separately. Please call us on **0845 607 7823** to discuss your requirements further.

### **Handbook A**

This popular template contains the policies and procedures listed below. It also offers various alternative drafting options for the employer who wishes to provide employees with benefits that go beyond the minimum statutory requirements – for example, there are drafting options around company sick pay and company maternity/paternity/adoption pay.

The template dovetails with our standard form contracts. Terms which sometimes find their way into staff handbooks such as probationary periods, working hours, overtime, holiday entitlement and pay, bonuses and notice are not included as they are all dealt with separately in our standard form contracts.

All policies and procedures contained in Handbook A are available separately for purchase – see our main DocShop page under [HR Policies and Procedures](#), where you can click on the appropriate links for further detail on each document.

### **List of Contents**

Introduction

Behaviour at Work

*Standards of Behaviour – Appearance – Email, Fax, Phone and Internet use – Smoking – Alcohol, Drugs and Other Substances – Right of Search – Gifts and Hospitality – Confidentiality*

Health and Safety

*Policy Statement – Emergency Procedures – First Aid – Fire Safety*

Equality and Diversity/Dignity at Work

*Equal Opportunities Policy – Bullying and Harassment Policy*

Absence and Sickness

*Reporting Procedures – Statutory Sick Pay*

Leave/Time Off Arrangements/Flexible Working

*Antenatal Care – Maternity Leave and Pay – Parental Leave – Paternity Leave – Adoption Leave and Pay – Dependant Leave – Time Off for Public Duties – Time Off for Other Activities – Flexible Working*

Data Protection

Performance and Capability

Grievance Procedure

Disciplinary Rules and Procedure

Amendments

Contacts

Confirmation of Receipt Form

**Handbook B**

This template contains the policies and procedures in Handbook B as well as the following additional documents:-

Anti-Bribery and Corruption Policy

Car Policy

Homeworking Policy

Reimbursement of Expenses Policy

Travel Disruption Policy

Whistleblowing Policy

All policies and procedures contained in Handbook B are available separately for purchase – see our main DocShop page under [HR Policies and Procedures](#), where you can click on the appropriate links for further detail on each document.