

# Company Policies

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## The Challenge

Keeping all managers and employees on the same page about what is expected

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*What causes it?* Lack of communication about expectations on workplace conduct can cause confusion and different standards of behaviors. In the absence of guidelines, managers and employees make up their own. When policies do not reflect practices that are practical for company operations, managers tend to ignore them.

*You know it when you see it:* As the owner of the company, you may find yourself continuing to make the same decision repeatedly because it is not documented anywhere. You also may have noticed an increase in employee complaints about managers or the conduct of other employees, including complaints of unfair treatment.

*Assess your company...*

- I wish our managers would follow our company handbook.*
- I spend too much time answering questions my managers should know the answers to.*
- Employees complain that managers are unfair and inconsistent.*

# Company Policies

## Recommendation

Identify the highest priority policies that cause the most issues and tackle those first.

We recommend taking the time to engage a task force of managers to:

- Identify the workplace activities that may be causing issues (i.e. attendance at work, dress code)
- For each policy, identify and resolve the various ways the policy is implemented among managers, departments and location
- Ensure that the policies reflect the actual work practices
- Make sure policies are well-documented and efficiently communicated to all employees across the company

### The EXCELERANT Option



We work with companies to create a set of policies that improve manager and employee understanding of what the company expects of them and what they can expect from the company.

By acting as the facilitator and resource to a manager task force, EXCELERANT ensures that a set of policies is created that supports company leadership in managing their business and employees and is in alignment with the company's culture.

# Company Policies

Review the list of policies below, and check the ones that cause the most issues within your company.

## POLICY OPTIONS LIST

- Access to Personnel Files / Release of Employee Information
- Attendance and Punctuality/ Make Up Time
- Benefits - General
- Bereavement Leave
- Emergency Closing/ Severe Weather Policy
- Breaks/Meals Policy
- Cell phone Use / Personal Phone Calls
- Compensation /Direct Deposit/ Timekeeping/ Mileage Reimbursement/ Travel and Other Business Expenses
- Complaint Procedure/Conflict Resolution
- Computer, Email and Internet Usage/Electronic Communications
- Corrective Action /Progressive Discipline
- Dress Code / Jewelry & Tattoos
- Educational Assistance/Tuition Reimbursement
- Employee Assistance Program
- Employee Classification / Contract Workers/ Full & Part Time Employment
- Employee Conduct & Working Environment
- Employee Dating
- Employment of Relatives
- Hiring Policy and Procedure
- Holiday Policy
- Hours of Work/ Alternative Work Schedule/Flextime/ Telecommuting/ Compressed Workweek /Overtime

- Jury Duty
- Office Supplies Policy
- Operation of Company & Personal Vehicles/ Loss or Restriction of Drivers License
- Outside Employment
- Paid Time Off / Vacation/ Leave
- Performance Appraisal Process
- Sick Leave
- Termination Policy and Procedures
- Tobacco-Free Environment Policy
- Use of Company Property

## COMPLIANCE POLICIES

- Anti Harassment & Non Discrimination
- Business Ethics/Conflict of Interest
- Confidentiality / Intellectual Property/Trade Secrets
- Drug & Alcohol Free Workplace
- Employment At Will
- Equal Employment Opportunity
- Military Leave
- Public Relations/Media Inquiries/Corporate Communications