

Company Policies

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The Challenge

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

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.