

# EMPLOYEE HANDBOOK

Acme Corporation

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## WELCOME MESSAGE

### Welcome to Acme Corporation!

Dear Team Member,

Welcome to Acme Corporation! We are delighted to have you join our dynamic and innovative team. This Employee Handbook serves as your comprehensive guide to our company policies, procedures, benefits, and workplace culture.

At Acme Corporation, we believe that our employees are our greatest asset. We are committed to creating an inclusive, supportive, and rewarding work environment where everyone can thrive and contribute to our collective success.

This handbook will help you understand what we expect from you and what you can expect from us. Please take the time to read through it carefully and keep it as a reference throughout your employment with us.

We look forward to working with you and supporting your career growth within our organization.

**Best regards,**

**Sarah Johnson**

*Chief Executive Officer*

*Acme Corporation*

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# ABOUT OUR COMPANY

## Company Mission

To deliver innovative solutions that empower businesses to achieve their goals while maintaining the highest standards of quality, integrity, and customer service.

## Company Vision

To be the leading provider of cutting-edge business solutions, recognized for our exceptional talent, innovative products, and commitment to social responsibility.

## Core Values

**Innovation:** We embrace creativity and continuously seek new ways to improve our products and services.

**Integrity:** We conduct business with honesty, transparency, and ethical behavior in all our interactions.

**Excellence:** We strive for the highest quality in everything we do and continuously improve our performance.

**Collaboration:** We work together as a unified team, valuing diverse perspectives and fostering open communication.

**Customer Focus:** We prioritize our customers' needs and exceed their expectations through exceptional service.

**Respect:** We treat all individuals with dignity and respect, regardless of their background or position.

## Company History

Founded in 2010, Acme Corporation has grown from a small startup to a leading industry player with over 500 employees across multiple locations. Our commitment to innovation and customer satisfaction has driven our success and expansion into new markets.

## Organizational Structure

- **Executive Leadership:** CEO, COO, CFO, CTO
- **Department Heads:** Directors of Sales, Marketing, HR, Operations, and IT
- **Management Team:** Regional managers, team leads, and supervisors
- **Staff:** Specialists, analysts, coordinators, and support personnel

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# EMPLOYMENT POLICIES

## Equal Employment Opportunity

Acme Corporation is an equal opportunity employer committed to providing a workplace free from discrimination and harassment. We do not discriminate based on:

- Race, color, or national origin

- Religion or religious beliefs
- Sex, gender identity, or sexual orientation
- Age (40 and older)
- Disability or veteran status
- Genetic information
- Pregnancy or maternity status
- Any other characteristic protected by law

## **At-Will Employment**

Employment with Acme Corporation is "at-will," meaning that either you or the company may terminate the employment relationship at any time, with or without cause, and with or without notice, subject to applicable laws.

## **Employment Classifications**

**Full-Time Employees:** Work 40 hours per week and are eligible for all company benefits.

**Part-Time Employees:** Work less than 40 hours per week and may be eligible for certain benefits on a prorated basis.

**Temporary Employees:** Employed for a specific project or time period with limited benefit eligibility.

**Contract Workers:** Independent contractors not considered employees and not eligible for employee benefits.

## **Background Checks and Drug Testing**

All job offers are contingent upon satisfactory completion of background checks and drug screening, where legally permitted. Specific requirements vary by position and location.

## **Immigration Compliance**

All employees must provide proper documentation of their eligibility to work in the United States as required by federal I-9 regulations.

## **Confidentiality and Non-Disclosure**

Employees must maintain strict confidentiality regarding:

- Proprietary company information
- Customer data and trade secrets
- Financial information and business strategies
- Personal information of other employees

Violation of confidentiality agreements may result in immediate termination and legal action.

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# COMPENSATION & BENEFITS

## Compensation Philosophy

We believe in providing competitive compensation that recognizes individual performance, market conditions, and company success. Our total compensation package includes base salary, performance incentives, and comprehensive benefits.

## Payroll and Pay Periods

- **Pay Schedule:** Bi-weekly (every two weeks)
- **Pay Date:** Fridays (or the preceding business day if Friday is a holiday)
- **Direct Deposit:** All employees are required to use direct deposit
- **Pay Stubs:** Available electronically through our HR portal

## Performance Reviews and Merit Increases

- **Annual Reviews:** Conducted each year on your employment anniversary
- **Mid-Year Check-ins:** Informal performance discussions every six months
- **Merit Increases:** Based on performance, market conditions, and budget allocations
- **Promotion Opportunities:** Internal candidates are given priority consideration

## Health Insurance

### Medical Coverage:

- Company contributes 80% of premium costs for employee coverage
- Family coverage available with employee contribution
- Multiple plan options with varying deductibles and networks

### Dental Coverage:

- Comprehensive dental insurance with preventive care coverage
- Orthodontic benefits included in premium plans

### Vision Coverage:

- Annual eye exams and allowances for glasses/contacts
- Discounts on laser vision correction

## Retirement Benefits

### 401(k) Plan:

- Employee contributions up to IRS limits
- Company matching: 50% of first 6% contributed
- Immediate vesting of employee contributions
- Company match vests over 3 years

### Retirement Planning:

- Access to financial planning resources
- Educational seminars and one-on-one consultations

## **Additional Benefits**

### **Life Insurance:**

- Company-paid basic life insurance (1x annual salary)
- Optional supplemental life insurance available

### **Disability Insurance:**

- Short-term disability (60% of salary for up to 26 weeks)
- Long-term disability (60% of salary after 180 days)

### **Flexible Spending Accounts:**

- Healthcare FSA for medical expenses
- Dependent Care FSA for childcare costs

### **Employee Assistance Program:**

- Confidential counseling and support services
- Legal and financial consultation services
- Work-life balance resources

### **Wellness Programs:**

- On-site fitness center or gym membership reimbursement
- Annual health screenings and flu vaccinations
- Wellness challenges and incentive programs

### **Professional Development:**

- Annual training and development budget
- Tuition reimbursement for job-related education
- Conference attendance and certification support

### **Employee Discounts:**

- Corporate discounts on various products and services
- Company product discounts
- Travel and entertainment discounts

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## **WORK SCHEDULE & TIME OFF**

### **Standard Work Hours**

#### **Full-Time Schedule:**

- 40 hours per week, typically Monday through Friday
- Standard hours: 8:00 AM to 5:00 PM with one-hour lunch break
- Flexible start times available (7:00 AM - 9:00 AM) with manager approval

#### **Part-Time Schedule:**

- Varies based on business needs and position requirements
- Minimum 20 hours per week for benefit eligibility

## **Flexible Work Arrangements**

### **Remote Work:**

- Available for eligible positions with manager approval
- Must maintain reliable internet and suitable work environment
- Regular check-ins and performance monitoring required

### **Flexible Hours:**

- Core hours: 10:00 AM to 3:00 PM (all employees must be available)
- Flexible start/end times within approved ranges
- Advanced approval required for schedule changes

## **Attendance and Punctuality**

- Regular attendance is essential for business operations
- Notify supervisor immediately if you will be late or absent
- Excessive tardiness or absenteeism may result in disciplinary action
- Time tracking required for all non-exempt employees

## **Paid Time Off (PTO)**

### **Accrual Rates** (based on years of service):

- 0-2 years: 15 days annually
- 3-5 years: 20 days annually
- 6+ years: 25 days annually

### **PTO Guidelines:**

- Used for vacation, personal time, and sick leave
- Advance approval required for planned time off
- Minimum 2-week notice for vacations longer than 3 days
- Maximum carryover: 5 days to following year

## **Holidays**

### **Observed Holidays:**

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday after
- Christmas Eve and Christmas Day

**Floating Holidays:** 2 additional days for personal or religious observances

## **Sick Leave**

- Use PTO for personal illness or medical appointments

- Family sick leave available for immediate family members
- Medical documentation may be required for absences over 3 days
- Return-to-work clearance required for certain conditions

## **Family and Medical Leave**

### **FMLA Eligibility:**

- 12 months employment with 1,250 hours worked
- Up to 12 weeks unpaid leave for qualified reasons
- Job protection and benefit continuation during leave

### **Parental Leave:**

- 6 weeks paid parental leave for new parents
- Additional unpaid leave available under FMLA
- Gradual return-to-work options available

## **Bereavement Leave**

- Up to 5 days paid leave for immediate family members
- Up to 3 days paid leave for extended family members
- Additional unpaid leave available if needed

## **Jury Duty and Military Leave**

### **Jury Duty:**

- Paid leave for jury service
- Must provide jury summons documentation

### **Military Leave:**

- Unpaid leave as required by USERRA
- Job protection and benefit continuation
- Differential pay for active duty reservists

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# **WORKPLACE CONDUCT**

## **Code of Ethics**

All employees are expected to:

- Act with honesty and integrity in all business dealings
- Comply with all applicable laws and regulations
- Avoid conflicts of interest
- Protect company and customer information
- Treat others with respect and professionalism

## **Anti-Harassment Policy**

Acme Corporation prohibits harassment of any kind, including:

- Sexual harassment and unwelcome sexual advances

- Harassment based on protected characteristics
- Bullying, intimidation, or threatening behavior
- Creating a hostile work environment

### **Reporting Process:**

1. Report incidents to your supervisor or HR immediately
2. Written complaints will be investigated promptly and thoroughly
3. No retaliation against those who report in good faith
4. Confidentiality maintained to the extent possible

### **Dress Code**

#### **Business Professional** (Client-facing roles):

- Professional suits, dress shirts, and ties for men
- Professional dresses, suits, or blazers for women
- Conservative colors and patterns
- Closed-toe shoes in good condition

#### **Business Casual** (General office environment):

- Khakis, dress pants, or skirts at appropriate length
- Polo shirts, button-down shirts, or blouses
- Sweaters and cardigans
- Clean sneakers or dress shoes acceptable

#### **Casual Friday:**

- Jeans in good condition (no rips or excessive fading)
- Casual shirts and sweaters
- Sneakers and casual shoes
- No shorts, flip-flops, or revealing clothing

### **Workplace Relationships**

#### **Professional Relationships:**

- Maintain professional boundaries with colleagues
- Avoid relationships that create conflicts of interest
- Managers must disclose relationships with direct reports

#### **Supervisor-Subordinate Relationships:**

- Romantic relationships between supervisors and direct reports are prohibited
- Must transfer to different department if relationship develops

### **Drug and Alcohol Policy**

#### **Zero Tolerance Policy:**

- No use, possession, or distribution of illegal drugs
- No alcohol consumption during work hours or on company property
- Prescription medications must not impair work performance
- Violation results in immediate termination

**Testing Policy:**

- Pre-employment drug screening required
- Random testing for safety-sensitive positions
- Post-accident testing when required
- Return-to-duty testing after violations

**Workplace Violence Prevention****Zero Tolerance Policy:**

- No threats, intimidation, or violent behavior
- No weapons on company property
- Report suspicious or threatening behavior immediately
- Employee assistance available for those experiencing domestic violence

**Social Media and External Communications****Guidelines:**

- Do not speak on behalf of the company without authorization
- Maintain professional image in public forums
- Respect confidentiality and proprietary information
- Use disclaimers when expressing personal opinions

**Prohibited Activities:**

- Sharing confidential company information
  - Harassing or bullying colleagues online
  - Posting discriminatory or offensive content
  - Using company logos or trademarks without permission
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**HEALTH & SAFETY****General Safety Policies****Employee Responsibilities:**

- Follow all safety procedures and protocols
- Report unsafe conditions or incidents immediately
- Use required personal protective equipment
- Participate in safety training programs

**Company Responsibilities:**

- Provide safe work environment and equipment
- Conduct regular safety inspections and training
- Investigate accidents and implement corrective actions
- Comply with all OSHA regulations and standards

**Workplace Safety Procedures****Emergency Procedures:**

- Know locations of emergency exits and assembly points
- Participate in emergency drills and training
- Report emergencies to designated personnel immediately
- Follow evacuation procedures during alarms

#### **Accident Reporting:**

- Report all accidents and injuries immediately
- Complete incident reports within 24 hours
- Seek medical attention for any work-related injuries
- Cooperate with safety investigations

### **Ergonomics and Workplace Health**

#### **Office Ergonomics:**

- Proper workstation setup and adjustments
- Take regular breaks to prevent repetitive strain
- Use ergonomic equipment when provided
- Request ergonomic assessments if needed

#### **Health and Wellness:**

- Participate in wellness programs and health screenings
- Maintain good hygiene and cleanliness
- Stay home when ill to prevent spread of illness
- Use proper lifting techniques and ask for assistance

### **Environmental Health**

#### **Indoor Air Quality:**

- Report air quality concerns immediately
- Maintain clean and clutter-free work areas
- Proper ventilation and temperature control
- No smoking in any company facilities

#### **Hazardous Materials:**

- Proper handling and disposal of office chemicals
- Material Safety Data Sheets available for all chemicals
- Training provided for employees handling hazardous materials
- Emergency procedures for spills and exposures

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## **TECHNOLOGY & COMMUNICATIONS**

### **Computer and Internet Use**

#### **Acceptable Use:**

- Business use has priority over personal use
- Limited personal use permitted during breaks and lunch
- No downloading unauthorized software or files

- Maintain professional conduct in all electronic communications

### **Prohibited Activities:**

- Accessing inappropriate or offensive websites
- Downloading copyrighted material without permission
- Using company systems for personal business ventures
- Sharing passwords or accessing others' accounts

## **Email and Communication Systems**

### **Email Guidelines:**

- Use professional language and tone
- Include clear subject lines and appropriate recipients
- Maintain confidentiality of sensitive information
- Archive important business communications

### **Instant Messaging and Chat:**

- Business-related communications only during work hours
- Maintain professional language and tone
- No sharing of confidential information
- Avoid excessive personal conversations

## **Data Security and Privacy**

### **Data Protection:**

- Protect all company and customer data
- Use strong passwords and enable two-factor authentication
- Lock computers when away from desk
- Report suspected security breaches immediately

### **Privacy Expectations:**

- Company systems may be monitored for security purposes
- No expectation of privacy for company-provided equipment
- Personal devices used for work may be subject to policies
- Comply with all data protection regulations

## **Mobile Device and BYOD Policy**

### **Company-Provided Devices:**

- Use primarily for business purposes
- Install required security software and updates
- Report lost or stolen devices immediately
- Return all devices upon separation

### **Personal Devices (BYOD):**

- Install required security software for business access
- Separate personal and business data
- Allow remote wiping of business data if necessary

- Comply with all company security policies

## **Software and Intellectual Property**

### **Software Licensing:**

- Use only licensed software on company computers
- No installation of unauthorized or pirated software
- Report software licensing issues to IT department
- Comply with all software license agreements

### **Intellectual Property:**

- All work-related creations belong to the company
- Respect intellectual property rights of others
- No unauthorized use of copyrighted materials
- Protect trade secrets and proprietary information

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# **PROFESSIONAL DEVELOPMENT**

## **Training and Development Philosophy**

We believe in investing in our employees' growth and development. Our comprehensive training programs are designed to enhance your skills, advance your career, and contribute to our company's success.

## **Onboarding and Orientation**

### **New Employee Orientation:**

- Comprehensive orientation program for all new hires
- Introduction to company culture, policies, and procedures
- Department-specific training and role expectations
- Mentorship program for first 90 days

### **Probationary Period:**

- 90-day evaluation period for new employees
- Regular feedback and performance discussions
- Additional training and support as needed
- Confirmation of employment upon successful completion

## **Ongoing Training Programs**

### **Mandatory Training:**

- Safety and compliance training
- Anti-harassment and diversity training
- Information security awareness
- Annual policy updates and refreshers

### **Skills Development:**

- Technical skills training relevant to job roles

- Leadership and management development
- Communication and interpersonal skills
- Industry-specific certifications and training

## **Educational Assistance**

### **Tuition Reimbursement:**

- Up to \$5,000 per year for job-related education
- Must maintain minimum grade requirements
- Commitment to remain with company for specified period
- Pre-approval required for all courses

### **Professional Conferences:**

- Attendance at industry conferences and seminars
- Networking opportunities with industry professionals
- Knowledge sharing upon return to office
- Budget allocation based on role and development needs

## **Career Development**

### **Career Planning:**

- Annual career development discussions
- Individual development plans and goal setting
- Mentorship and coaching opportunities
- Cross-functional project assignments

### **Internal Mobility:**

- Priority consideration for internal candidates
- Job posting and application process
- Transfer and promotion opportunities
- Skills assessment and gap analysis

## **Performance Management**

### **Goal Setting:**

- SMART goals aligned with company objectives
- Quarterly check-ins and progress reviews
- Resource allocation and support planning
- Adjustment and refinement as needed

### **Feedback and Coaching:**

- Regular feedback from supervisors and peers
  - 360-degree feedback programs for managers
  - Performance improvement plans when needed
  - Recognition and reward programs
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# **GRIEVANCE & DISCIPLINARY PROCEDURES**

## **Open Door Policy**

We encourage open communication and want all employees to feel comfortable discussing concerns with management. Our open door policy ensures that:

- All employees can discuss concerns with any level of management
- Supervisors will listen objectively and investigate thoroughly
- No retaliation will occur for raising concerns in good faith
- Confidentiality will be maintained to the extent possible

## **Grievance Procedure**

### **Step 1: Informal Resolution**

- Discuss concerns directly with immediate supervisor
- Allow reasonable time for resolution (typically 5 business days)
- Document discussions and any agreements reached

### **Step 2: Formal Complaint**

- Submit written complaint to Human Resources
- Include detailed description of issue and desired resolution
- HR will investigate within 10 business days
- Written response provided to employee

### **Step 3: Appeal Process**

- Appeal to next level of management if unsatisfied
- Final appeal to senior management or designated committee
- Decision communicated within 15 business days
- Company decision is final

## **Disciplinary Process**

**Progressive Discipline:** We follow a progressive discipline approach designed to correct performance or behavioral issues:

### **1. Verbal Warning**

- Informal discussion about performance or conduct issue
- Clear explanation of expectations and consequences
- Documentation placed in employee file
- Opportunity for employee to respond

### **2. Written Warning**

- Formal written documentation of issue
- Specific improvement plan with timeline
- Warning of potential further discipline
- Employee signature acknowledging receipt

### **3. Final Written Warning**

- Last opportunity to correct behavior
- Clear statement of termination risk
- Specific timeline for improvement
- May include suspension or other restrictions

#### **4. Termination**

- Immediate termination for serious violations
- Progressive termination for repeated issues
- Documentation of entire process
- Final pay and benefit information provided

#### **Serious Misconduct**

Certain violations may result in immediate termination without progressive discipline:

- Theft or dishonesty
- Violence or threats of violence
- Harassment or discrimination
- Substance abuse violations
- Breach of confidentiality
- Insubordination or refusal to work
- Safety violations that endanger others

#### **Investigation Procedures**

##### **Fair Investigation Process:**

- Prompt investigation of all complaints and issues
- Interviews with all relevant parties and witnesses
- Documentation of all evidence and findings
- Objective evaluation of facts
- Appropriate corrective action based on findings

##### **Confidentiality and Non-Retaliation:**

- Information shared only on need-to-know basis
- Protection from retaliation for good faith reporting
- Disciplinary action for retaliation
- Follow-up monitoring to ensure no retaliation occurs

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## **TERMINATION & SEPARATION**

### **Types of Employment Separation**

#### **Voluntary Resignation:**

- Employee-initiated separation from company
- Two weeks' notice requested for most positions
- Four weeks' notice requested for management positions
- Exit interview process to gather feedback

### **Involuntary Termination:**

- Company-initiated separation for cause
- Immediate termination for serious misconduct
- Progressive discipline leading to termination
- Performance-related termination after improvement efforts

### **Layoff or Reduction in Force:**

- Business-driven separation due to economic factors
- Selection based on objective criteria
- Advance notice when possible
- Severance benefits may be provided

### **Retirement:**

- Voluntary separation at retirement age
- Advance planning and transition assistance
- Retirement benefits and COBRA information
- Recognition and farewell events

### **Resignation Process**

#### **Notice Requirements:**

- Two weeks' written notice for non-management positions
- Four weeks' written notice for management positions
- Earlier departure may be approved by management
- Notice period may be waived at company discretion

#### **Resignation Checklist:**

- Submit written resignation letter to supervisor
- Complete transition documentation and training
- Return all company property and equipment
- Schedule exit interview with Human Resources
- Arrange final paycheck and benefit continuation

### **Exit Interview Process**

#### **Purpose and Benefits:**

- Gather feedback about work experience and company culture
- Identify areas for improvement and best practices
- Understand reasons for departure and retention insights
- Maintain positive relationship for potential future opportunities

#### **Process:**

- Scheduled with Human Resources department
- Confidential discussion about employment experience
- Written survey and feedback form completion
- Opportunity to provide suggestions and recommendations

## **Final Paycheck and Benefits**

### **Final Pay:**

- All earned wages paid on or before final day of employment
- Unused PTO paid according to company policy
- Expense reimbursements processed with final pay
- Deductions for outstanding obligations or equipment

### **Benefits Continuation:**

- COBRA health insurance continuation options
- 401(k) account management and rollover options
- Conversion options for life insurance coverage
- Final benefit statements and documentation provided

## **Return of Company Property**

### **Required Returns:**

- All company equipment (computers, phones, tablets, etc.)
- Company credit cards and access badges
- Keys, parking passes, and facility access devices
- All documents, files, and confidential information
- Company uniforms or clothing

### **Data and Information:**

- Return or destruction of all company data
- Deletion of company information from personal devices
- Surrender of all passwords and access credentials
- Compliance with ongoing confidentiality obligations

## **References and Employment Verification**

### **Reference Policy:**

- Only Human Resources provides employment references
- Basic information: dates of employment, title, salary verification
- Detailed references require written employee authorization
- Supervisors may provide personal references with disclaimer

### **Rehire Eligibility:**

- Former employees may be considered for rehire
- Eligibility based on performance and separation circumstances
- Previous disciplinary actions considered in rehire decisions
- Application process same as external candidates

## **Post-Employment Obligations**

### **Confidentiality:**

- Ongoing obligation to protect company confidential information

- Non-disclosure agreements remain in effect
- No sharing of trade secrets or proprietary information
- Compliance with intellectual property agreements

**Non-Compete and Non-Solicitation:**

- Review and compliance with any restrictive covenants
- Geographic and time limitations specified in agreements
- Prohibited solicitation of customers and employees
- Legal consultation available for questions about restrictions

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## **EMPLOYEE ACKNOWLEDGMENT**

### **Handbook Acknowledgment**

I acknowledge that I have received and read the Acme Corporation Employee Handbook. I understand that this handbook contains important information about the company's policies, procedures, benefits, and expectations.

I understand that:

1. **Policy Compliance:** I am expected to comply with all policies and procedures outlined in this handbook.
2. **At-Will Employment:** My employment is at-will and can be terminated by either myself or the company at any time, with or without cause or notice.
3. **Policy Changes:** The company reserves the right to modify, supplement, or rescind any policy or benefit described in this handbook at any time, with appropriate notice.
4. **Not a Contract:** This handbook is not intended to create a contract of employment or guarantee any specific terms or conditions of employment.
5. **Questions and Clarification:** I can direct questions about any policy or procedure to my supervisor or Human Resources department.
6. **Reporting Obligations:** I understand my responsibility to report violations of company policies and any unsafe or inappropriate workplace conditions.
7. **Acknowledgment Requirement:** This signed acknowledgment will be placed in my personnel file and serves as confirmation of my receipt and understanding of the handbook.

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### **Employee Information**

**Full Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

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## Signatures

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HR Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## For HR Use Only

**Handbook Version:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Filed in Personnel File:** Yes  No

**Notes:** \_\_\_\_\_

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## Contact Information

For questions about this handbook or any company policies, please contact:

### Human Resources Department

Phone: (555) 123-4567

Email: hr@acmecorp.com

Office Location: Building A, Suite 200

Hours: Monday - Friday, 8:00 AM - 5:00 PM

### Employee Assistance Program

Phone: (555) 987-6543

Available 24/7 for confidential support and resources

### Ethics Hotline

Phone: (555) 246-8135

Anonymous reporting of concerns and violations

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*This handbook is effective as of August 13, 2025, and supersedes all previous versions. Acme Corporation reserves the right to modify these policies as business needs require.*

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**Last Updated:** August 13, 2025

**Next Review Date:** August 2026

**Approved By:** Sarah Johnson, CEO