

THE IMPORTANCE OF ESTABLISHING AN
**EMPLOYEE
HANDBOOK**
FOR YOUR BUSINESS

ESTABLISH POLICIES



COMMUNICATE YOUR EXPECTATIONS

Employee handbooks not only document your policies and procedures, they communicate and clarify the expectations you have for your employees.



ENSURE LEGAL COMPLIANCE

Employee handbooks play a vital role in insuring your compliance with federal, state, and local laws.



MITIGATE YOUR RISK

Employee handbooks provide a shield to your company against a variety of employment lawsuits and potential problems.

ANALYZING THE DATA



\$160,000

Average cost of a claim for an employer



76,418

Number of workplace discrimination charges reported to the EEOC in 2018



318

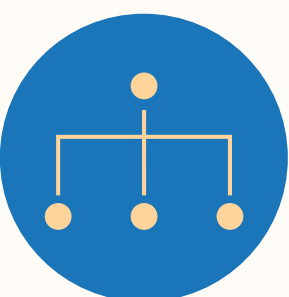
Average number of days it takes to settle a claim

ESTABLISH COMPANY CULTURE



DEFINE THE WORK ENVIRONMENT

Company culture is the mission, values, ethics, and expectations held within the organization. Employees are more likely to enjoy work and have higher productivity when their values align with the workplace.



CREATE CULTURAL AMBASSADORS

Documenting your company culture will allow all of your employees to understand and carry out your vision.