

Terms definition of the handbook

[Business](#)



Anti harassment policy - This part of the handbook explains the way the company feels regarding harassment. In any good standing company, harassment is not tolerated and it is made clear that termination will take place.

Dress Code - The dress code section in an employee handbook is important as it allows the employee to fully understand what clothing options are accepted and not accepted. An employee can go back to this section and make sure the dress code is appropriate.

Attendance/ Tardiness - Attendance and tardiness are issues that employers often deal with. Employers need to make attendance and tardiness issues clear in the handbook so the employee knows what is acceptable.

Disciplinary Policies - Disciplinary policies in a handbook state how a company will respond to unacceptable behavior.

Employee Benefits - Employee benefits are outlined in the employee benefits section to give a new or existing employee an example as to what benefits they will be or may be receiving.

Substance Abuse policy- Substance abuse is not tolerated by any respectable employer and typically leads to termination of employment.