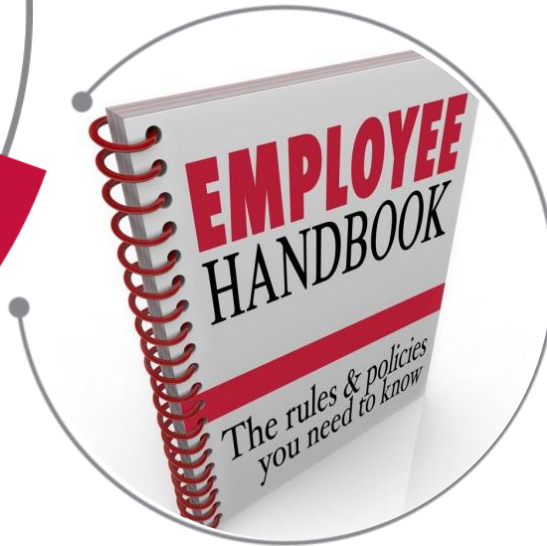


EMPLOYEE HANDBOOK

A company's internal workplace **manual** that defines how the employees are expected to behave and their role at the workplace.



Complaints

Employee Benefits

Standards of Conduct

Anti - Discrimination Policies

What Should **EMPLOYEE HANDBOOK** Cover?

Work Schedules

Leave Policies

Non-Disclosure Agreements & Conflict of Interest Statements

Workplace Safety & Security

Compensations



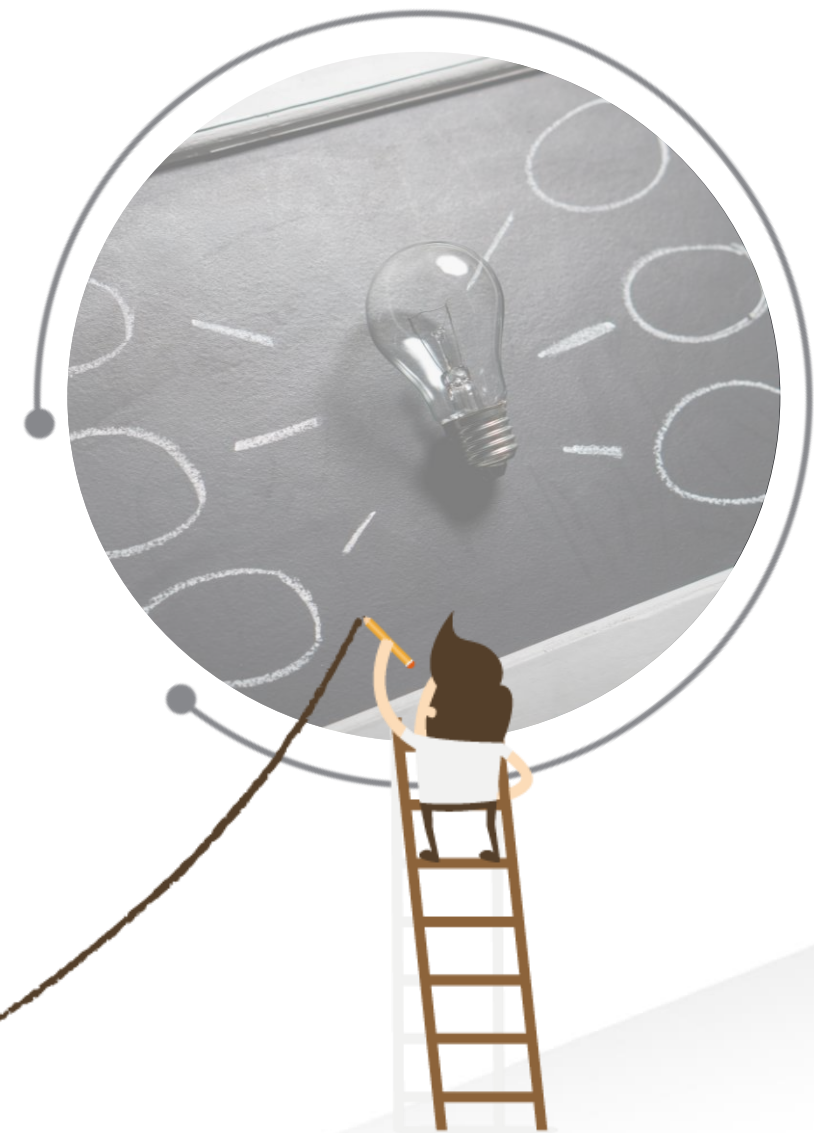
REASONS TO HAVE AN **EMPLOYEE HANDBOOK**

It brings **UNIFORMITY** across your company. It shapes **EXPECTATIONS** for everyone and highlights the **CONSEQUENCES** of violating these rules.

Documented rules and procedures in the handbook **SAVE** employers' **TIME** from explaining the same policies over and over to new employees joining and to others.

It helps new employees to set their **EXPECTATIONS** from the company in terms of :-

- ❖ work schedules
- ❖ leave, compensation and benefits
- ❖ performance reviews
- ❖ salary and pay revisions
- ❖ termination policies



REASONS TO HAVE AN **EMPLOYEE HANDBOOK** *(cont.)*

It shortens the start-up time of your new employees by giving them **CLARITY** on their job responsibilities.

The terms and conditions for use of equipment should be included in the policies to **GOVERN** the use of **PERSONAL GADGETS** and devices within the premises.

It helps your company step forward with its stand on issues such as favoritism, discrimination, harassment and also provides information on how to **REPORT** any violations regarding such issues.

It helps your business in complying with federal as well as state **EMPLOYMENT LAWS** and can be a beneficial **LEGAL DEFENSE** against an employee lawsuit.



DRAWBACKS OF AN EMPLOYEE HANDBOOK

Drawback	Remarks
Regular updating required	If handbook is not updated, it tends to create confusion among employees
Proper drafting of handbook necessary	Requires time and energy by employer to review the contents on a regular basis
Clear communication needed	The handbook needs to be communicated clearly to ensure the same expected outcome is achieved
Discrimination claims can be made	When the contents of the handbook are not fulfilled, employees can make claims of discrimination against their employer

Conclusion: The advantages of having an Employee Handbook clearly outweigh its drawbacks, especially if your business employs many people at a time.



Still Unclear?
Contact Us

■ Kuala Lumpur (HQ) 吉隆坡

Tel : 03 - 7981 1799

Fax : 03 - 7980 4796

Email : kuala-lumpur@ecovis.com.my

■ Johor Office 柔佛

Tel : 07 - 562 9000

Fax : 07 - 562 9090

Email : johor@ecovis.com.my

■ Penang Office 檳城

Tel : 04-226 7210

Fax : 04-226 2212

Email : penang@ecovis.com.my

■ Sabah Office 沙巴

Tel : 088 - 231 790

Fax : 088 - 266 842

Email : sabah@ecovis.com.my

For more information, please visit:

📌 <https://www.ecovis.com/my/>

&

Follow and Like us on our Facebook Page for more updates!

