

New Hire Company Policy Template

Welcome to [Company Name]! We are excited to have you join our team. Below is a comprehensive guide to help you navigate our company policies and procedures. Please review this information carefully and reach out to HR if you have any questions.

1. Employment Status:

- All new employees will begin as [full-time/part-time/contract] employees.
- Your employment status may change based on performance and business needs.

2. Work Schedule:

- Your work schedule will be [days of the week] from [start time] to [end time].
- Please notify your manager in advance if you need to request time off.

3. Compensation and Benefits:

- Your compensation will be [hourly/salary] at a rate of [amount].
- You are eligible for [health insurance, retirement plans, etc.] after [probationary period].

4. Code of Conduct:

- We expect all employees to adhere to our company's code of conduct at all times.
- Any violations of the code of conduct may result in disciplinary action, up to and including termination.

5. Training and Development:

- You will receive training on [specific job duties, company policies, etc.] during your onboarding process.
- We encourage all employees to take advantage of our professional development opportunities.

6. Confidentiality:

- As an employee of [Company Name], you may have access to confidential information. It is imperative that you maintain the confidentiality of this information at all times.

7. Termination:

- In the event of termination, please refer to our company's termination policy for details on the process and any applicable severance packages.

We are thrilled to have you on board and look forward to working together. Welcome to the team!

[Company Name] HR Team

Sources:

- <https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/default.aspx>

- <https://www.dol.gov/general/topic/hiring/onestop#tab-1>