**Optional Policies**

**Section I-Introduction**

* **Mission, Vision and Values Statement** – Communicates the company’s mission, vision and values to employees.
* **Diversity and Inclusion Mission Statement** – Communicates the company’s mission to make diversity and inclusion one of its core values by promoting a diverse and inclusive environment for all.

**Section II-Employment Practices**

* **Workplace Bullying** – Defines bullying behaviors and to whom employees should report this behavior.
* **Gender Inclusion** – Policy provides guidelines to address the needs of transgender and gender-nonconforming employees and clarifies how federal and state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees.

**Section III-Employee Relations**

* **Recruitment & Placement** – Explains company’s policy regarding internal job opportunities.
* **Orientation Program** – Explains what new employees may expect during the first few weeks on the job.
* **Job Descriptions** – Explains how an employee may obtain a written copy of their job description.
* **Performance Progress & Appraisal Plan** – Explains the company’s performance evaluation process.
* **Solicitation & Distribution -** Informs employees of the company’s policy regarding solicitation.

**Section IV-Benefit Programs**

* **Vacation / Paid Time Off / Personal Days** – Explains the company’s policy on paid time off.
* **Benefits** (Single Policy) – Lists benefits offered and directs employees to the Summary Plan Description (SPD) and a particular person.
* **Bereavement** – Explains the company’s policy on leave for the death of a family member.
* **Personal Leave of Absence** - Provides information on an employee’s eligibility for a *non-medical* leave.
* **Tuition Assistance** - Provides information on the company’s policy regarding tuition reimbursement.
* **Professional Development** – Informs employees of the company’s encouragement of participation in certain professional societies and/or attendance at job-related seminars and payment by the company of any related costs.
* **Uniforms** - Explains the company’s policy on providing uniforms or a uniform allowance.
* **Employee Discounts** - Provides information on discounts of company products/services to employees.
* **Domestic Partner Benefits** - Provides information to employees who enroll domestic partners in health and insurance benefits regarding taxability and documentation required for enrollment.
* **Volunteer Time Off (VTO)** – Informs employees of the company’s encouragement to give back and support the community by taking time off to volunteer at a non-profit organization and/or or school of their choice.

**Section V-Safety Policies**

* **Safety Through Teamwork** –Recommended for manufacturing or employees who operate machinery.
* **Chemical Hazard Communication** – Explains the company policy pertaining to chemicals or hazardous materials and how to obtain SDS sheets.
* **Building Security** – Informs employees of the company’s policy regarding building access, visitors and items prohibited in the building.
* **Smoke-free (and Tobacco Free) Workplace** – Informs employees of the company’s policy on smoking, e-cigarettes, and other tobacco related products.
* **Workplace Searches** – Informs employees of the company’s right to conduct searches of any person, vehicle or object that enters onto company property.
* **Bloodborne Pathogens** – Addresses OSHA requirements and directs employees to refer to the company’s bloodborne pathogens exposure control plan.
* **Infectious Disease** – Informs employees of the company’s commitment to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors, and the public during a period of an infectious disease outbreak or pandemic, including establishing methods for monitoring the severity and duration of an outbreak or pandemic and implementing measures to minimize exposure in the workplace.

**Section VI-Employee Programs & Procedures**

* **Customer/Client Relations** – Informs employees how the treatment and impression they make on customers/clients impacts the business.
* **Professional Attire** – Informs employees about the company’s guidelines for a neat and professional appearance and may be inclusive of any other dress code information that is applicable to your company.
* **Recognition Awards** – Informs employees about service awards.
* **Suggestion Program** – Explains the company’s policy on submitting and taking into consideration suggestions from employees.
* **Employee Referral Program** – Informs employees about the company’s employee referral program and guidelines for bonus payment.
* **Company Phones & Personal Electronic Devices** – Informs employees about guidelines for use of company phones, personal cell phones and other electronic devices during working hours.
* **Telecommuting** – Informs employees about the company’s policy related to telecommuting and communicates expectations for telecommuting arrangements.
* **Corporate Credit Cards** – Informs employees about the company’s policy related to the use of corporate credit cards.
* **Employment of Relatives** – Explains restrictions on employees supervising a family member, spouse or significant other.
* **Outside Employment** – Advises employees that they must inform the company of their intent to accept an outside position and any potential conflict of interest.
* **Severe Weather/Office Closings** – Informs employees of the company’s policy on hazardous conditions, severe weather and/or office closings.
* **Bulletin Boards** – Informs employees of company bulletin board, intranet, or self-service platform where information of interest is communicated to employees.
* **Personnel Files** – Informs employees of the company’s procedures for requesting access to view their personnel file.
* **Operation of Vehicles for Company Business** – Recommended for employers with company vehicles or for those who have employees using personal vehicles for company business.
* **Use of Company Equipment and Resources** – Recommended for setting expectations for employee use of company equipment and resources such as laptops, tools, or machinery.
* **Housekeeping** – Informs employees about maintaining clean work and break areas.
* **Parking** – Informs employees about parking guidelines.