



## *Creating your own employee handbook has never been easier!*

Whether your business has a few employees or several thousand, you need to provide workers with a handbook that spells out your company's benefits, policies, procedures and more. **Create your own Employee Handbook on CD** provides all the information and policies that managers, HR professionals and business owners need!



**CD-ROM allows you to cut and paste policies into your handbook!**

**Everything you need to make an employee handbook that makes clear your company's policies on:**

- Benefits, pay and workplace safety
- Discrimination & harassment
- Complaint procedures
- Trade secrets & intellectual property
- Computers & email
- Workplace privacy
- and much more!



**Each section of the CD-Rom explains the legal and practical considerations that apply to its topic, then supplies sample policies that you can use as-is or tailor to meet your needs.**

# Create your own Employee Handbook on CD

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