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but they are all the same thing. It is the very first document a new recruit will receive from their employer on their first day of the job. It contains information of the company policies and procedures and conveys the company culture.

What to Include in an Employee

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## Handbook | Cleverism

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work. From the company ' s perspective, an employee handbook prevents problems from occurring, ensures everyone is treated in a consistent manner, and provides legal protection to the organization.

Creating an Employee Handbook: What

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## HR Policies to Include ...

In general, a company employee handbook is designed by every company to state their Policies to every employee. It may differ from company to company but the base sections will remain the change. For instance, when we talk about leave benefits each company has certain legal



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