

# DEVELOPING AN EMPLOYEE POLICY MANUAL

February 2022



Having a current and comprehensive Employee Policy Manual is an integral part of creating your company culture, your onboarding process for new hires and for existing employees to have a reference guide to workplace protocols. Developing and designing a manual that is both highly effective and engaging can be a challenge for most organizations, especially without a dedicated people/HR team. In this issue of HR In-Brief, we provide you with tips and ideas on how to ensure you have a well-documented employee policy manual or handbook that is appropriate for your organizational size and team culture.

Have thoughts to share or questions around this topic? Reply to this email to get in touch.

- Kim Osborne, CEO, Chemistry Consulting Group

## FEATURED BLOG



### [Building Your Policy Manual From the Ground Up](#)

**Tierra Madani, HR Consultant**  
*Chemistry Consulting Group*

"Employee policy manuals are a must-have for organizations. Whether you're a team of 10 or a team of 500+, an employee policy manual is incredibly valuable in establishing expectations and providing a guide to your employees by highlighting your core values, code of conduct and important policies and procedures...Here are four tips to help in developing an effective and engaging employee policy manual."

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## 10 Critical Canadian HR Policies



### HR Insider

"According to an HR Insider survey, less than 20% of HR managers are confident that their employment policies are compliant with provincial legislation. The main reason HR Managers cite their lack of confidence is that they are too busy dealing with daily fires to assess and/ or audit their current policies. "

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## Employee Handbook: Definition, Importance and Sections

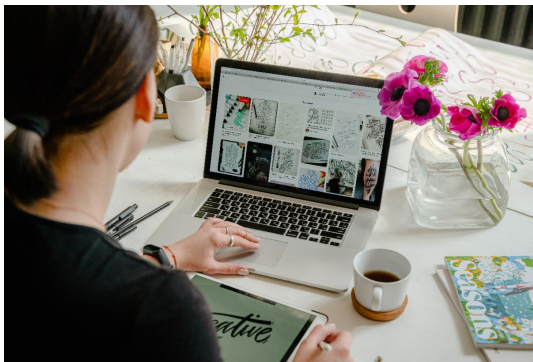


### Indeed

"Clarity is a precursor to both healthy collaboration and a host of other organizational outcomes. And it is one of the most powerful indicators of success in today's organizations, especially as they become increasingly distributed."

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## The Top 8 Policies You Need In Your Employee Handbook



### Gusto

"Though you're not required by law to have an employee handbook, recording key policies can protect your business. Plus, it gives your employees the clarity they need to know how things work."

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# "Employment declines in January during the fifth wave of the pandemic"

## The Daily - Labour Force Survey

|                     | NOVEMBER<br>2021 | DECEMBER<br>2021 | JANUARY<br>2022 |
|---------------------|------------------|------------------|-----------------|
| VICTORIA            | 4.2%             | 4.3%             | 3.9%            |
| VANCOUVER           | 6%               | 5.8%             | 5.7%            |
| BRITISH<br>COLUMBIA | 5.6%             | 5.4%             | 5.1%            |
| CALGARY             | 8.3%             | 8.3%             | 8.5%            |
| ALBERTA             | 7.6%             | 7.5%             | 7.2%            |
| CANADA              | 6.0%             | 6.1%             | 6.5%            |

Source: **Statistics Canada Labour Force Survey**, February 2022

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Need support with **developing your employee policy manual** or updating a particular policy?

We are here to help.

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