

**A comprehensive, well-written employee handbook serves as a foundation of workplace procedures, a defense against frivolous lawsuits, and a compelling public relations tool. A solid employee handbook accomplishes all of the following and more:**

- **Serves as a communication tool for new hires and existing employees regarding policies, practices, and promotes employee benefit plans**
- **Helps guarantee consistent treatment of workplace issues**
- **Informs employees about critical policies such as harassment avoidance, leaves of absence, drug, alcohol and tobacco use, Equal Employment Opportunity, e-mail and Internet use, business ethics, rules of conduct and disciplinary procedures**
- **Gives supervisors a handy reference for and reduces time spent responding to questions about policies and procedures**
- **Provides deterrents to and defenses in litigation of workplace disputes**

- **Meeting with representatives of your organization to determine the topics to be included and to generate the necessary information**
- **Advising you where policy changes or additions are needed to comply with applicable laws, to protect the interests of the organization, or to improve human resource practices**
- **Producing the handbook in a format that best suits your needs and written in a manner that is user friendly and easy to understand for employees and supervisors**
- **Assisting you in meeting with employees to discuss the contents of the handbook**

**HR Now!** can develop a new employee handbook or bring your existing handbook up-to-date to meet your organization's unique needs and objectives. We guide you throughout the process by:



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