



 SpriggHR presents

15 ESSENTIAL HR POLICIES



1. At-Will Employment Policy

This policy reiterates that both an employer and employee can terminate the employment relationship at any time and for any reason, providing said reason is lawful. You should aim to prominently display this statement in the beginning of your employee handbook.

2. Anti-Harassment & Non-Discrimination Policy

These policies prohibit harassment and discrimination from taking place in the workplace. These are always governed by federal, state, and local provisions, so it is important to review the applicable laws and account for all the appropriate protections when stipulating this policy.



3. Sexual Harassment Policy

Informing and educating employees through an up-to-date sexual harassment policy is critical, and some regions may even require that your organization have one in place. Safeguard your company by clearly communicating zero-tolerance guidelines for unwanted, unwelcome, or inappropriate sexual comments or actions.

4. Employment Classifications Policy

It is an HR best practice to clearly define employment classifications. This can include full-time, part-time, exempt, or non-exempt. These can dictate their eligibility for benefits and overtime pay, so it should be a principle policy to clearly stipulate all employee classifications.



5. Leave & Time-Off Benefits Policy

These policies should address your organization's rules regarding holidays, vacation, sick, and all other types of time off benefits. It should also cover leave required by law, such as voting leave, family leave, and domestic violence leave.

6. Meal & Break Periods Policy

A clear policy on meal and break periods ensures employees are well-informed on the frequency and duration of said breaks, as well as any additional rules or restrictions relating to them. Regional laws may stipulate specifications relating to lactation breaks, rest periods, and meal periods.

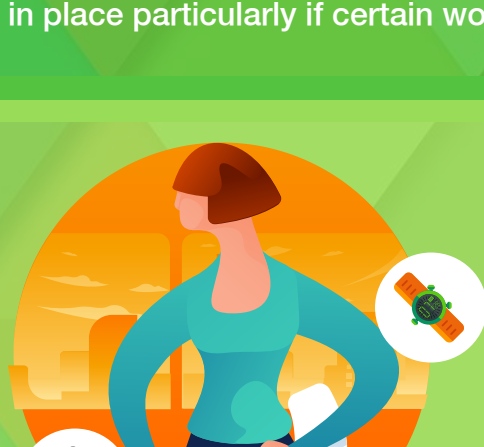


7. Timekeeping & Pay Policy

These keep employees informed of the appropriate method for recording their time worked, as well as the importance of accurately recording their time. They communicate the frequency of paydays to employees, the methods available for receiving payment, and any special procedures that may take place should a payday fall on a holiday or when the employee is absent from work.

8. Safety & Health Policy

These policies describe the safety and emergency procedures of the workplace and require employees to report any work-related injuries immediately. There are several regulations under the Occupational Health and Safety Act that require employers to have specific policies in place particularly if certain workplace hazards exist.

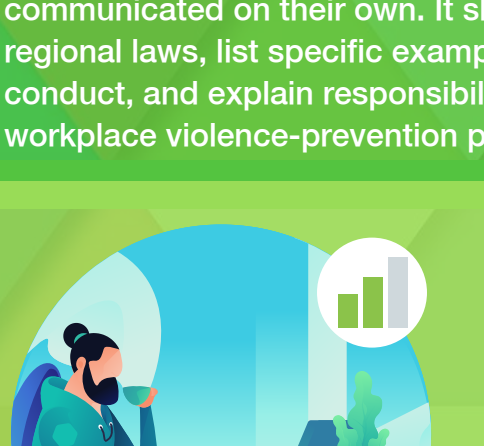
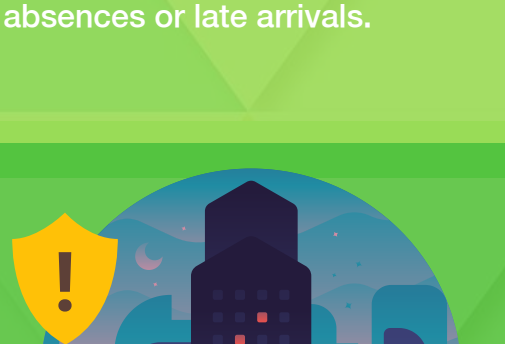


9. Conduct, Attendance, & Punctuality Policy

Attendance policies clearly communicate when employees must be ready to work, stipulating their scheduled start time each day and providing procedures for informing their supervisors of unscheduled absences or late arrivals.

10. Weapons in the Workplace Policy

Weapons and violence policies can be combined into your general harassment or safety policies, or can be communicated on their own. It should comply with regional laws, list specific examples of prohibited violent conduct, and explain responsibilities under your workplace violence-prevention plan.

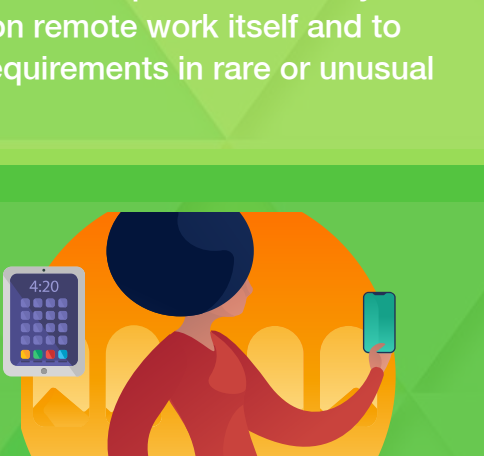


11. Remote Workers Policy

Many workplaces are allowing more and more of their employees to work remotely from home, or some other location outside the main office. However, not all jobs are well-suited for remote work, so it is important to clarify your organization's position on remote work itself and to comply with any legislative requirements in rare or unusual circumstances.

12. Bring Your Own Device Policy

When employees use their own devices for business, security matters need to be taken into consideration. Your personal device policy should comply with regional laws, establish a procedure for end of employment, and include any applicable risks or liabilities associated with the use of personal devices for business matters.

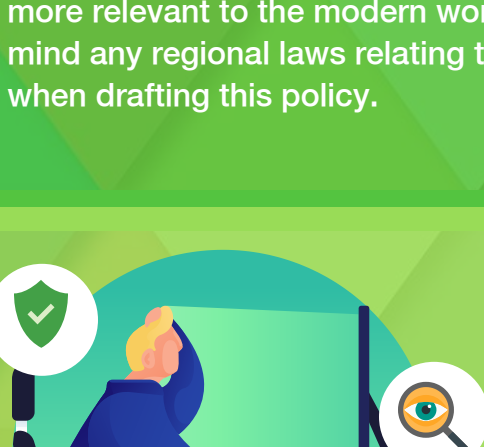
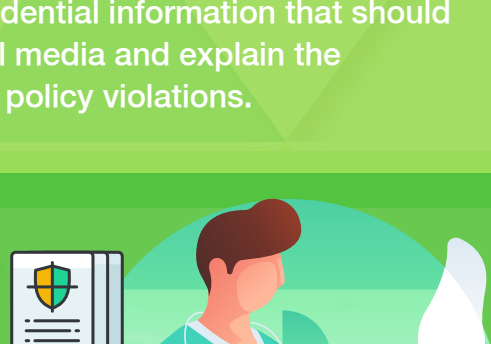


13. Social Media Policy

A social media policy can be what protects your company's reputation. Despite its relatively modern nature, you should still draft this policy to withstand scrutiny from your regional labor relations board. It should also list the specific confidential information that should never be shared on social media and explain the disciplinary measures for policy violations.

14. Drug & Alcohol Policy

Due to the expanding laws legalizing marijuana use, drug and alcohol policies are becoming more and more relevant to the modern workplace. Aim to keep in mind any regional laws relating to specific substances when drafting this policy.



15. Confidentiality Policy

Due to the changing nature of how information gets shared, it is important to be specific in your confidentiality policy, excluding any items that a labor board may not deem private. It should provide specific examples of the confidential material in question, list employee obligations, and comply with any applicable regional laws.