**Small Business Policy Template**

**Policy name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrator name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Effective date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applies to:**

|  |  |  |
| --- | --- | --- |
| 🞏 Group 1 (e.g. employees of department X)🞏 Group 2 (e.g. employees working in risk conditions)🞏 Group 3 (e.g. all employees with access to confidential files)🞏 Group 4 (e.g. all employees) |  |  |

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| **The purpose of the policy:**

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| --- | --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |

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**Employee behavior and conduct**

*[Establish the responsibilities of each employee and provide guidelines for employee behavior at the workplace. You can include details about an agreed dress code, internal regulations on smoking, coffee breaks, and lunch breaks, customer-facing policies, behavior in common spaces, meeting room reservations, and so on. You may also want to clarify the company’s policy on discrimination, harassment, bullying, and other types of conflicts between employees.]*

**Working hours and attendance**

*[Provide company’s regulations on working hours, breaks, flexible working arrangements, attendance to meetings, and consequences of absenteeism. Make everything clear and transparent.]*

**Leave policy**

*[Provide the company’s policy on leave and time-off. Include the detailed procedure of requesting time-off and managing leave balance.]*

**Payroll policy**

*[Provide the company’s policy on payroll including the payment days and methods, consequences in case of delays, employees’ possibilities to request money in advance, payment for overtime, and so on.]*

**Benefits policy**

*[Clarify the benefits granted by the company and the conditions in which an employee can receive them.]*

**Confidentiality policy**

*[Provide the company’s policy on confidentiality both for the employee and for the employer. Detail the consequences of failure to comply with the regulations.]*

**Disciplinary issues and actions**

*[State the disciplinary issues the company addresses and the actions that will be taken in each case.]*

**Emergency and security**

*[Provide the detailed procedure to be followed in case of emergency and security issues.]*

**Travel policy**

*[Provide the company’s policy on travel for work purposes and the procedure to follow for requesting travel approval and submitting travel expenses reports.]*

**Use of company communications systems**

*[State the company’s regulations on using the communication systems inside and outside the company. Make a list of forbidden websites (e.g. social media) and detail the consequences of malicious actions. ]*

Legal department

Approved by

 [name]

 [signature]

On

 [date]