



## **Build a Solid Foundation for Business Success with Insight HRM—Your Dedicated Human Resources Partner**



[INSIGHTHRM.COM](https://www.insighthrm.com)



[INFO@INSIGHTHRM.COM](mailto:info@insighthrm.com)



517.917.5730

# Insight HRM is Your Comprehensive Human Resources Partner

Whether your organization is just getting started or is an established entity staying in compliance with employment regulations and creating a work environment that fosters employee engagement, growth and loyalty is key to having a healthy business.

Partner with Insight HRM for the expert HR support you need now—and to build your organization for the future.

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## Scalable Human Resources Services Designed for Growing Businesses

### Insight On Demand

Take advantage of our flexible, customized monthly HR subscription services—perfect for new businesses and internal HR departments who need to tap into specialized expertise.

### HR Project Management & Strategy Consultation

Expand your company's capabilities with Insight HRM serving as an extension of your HR Department on a project basis; and/or tap into our HR expertise to align your HR strategy with your organization's strategic goals.

### Outsourced HR Services

Our experts provide full-service outsourced HR services to direct all aspects of HR management.

# HR Policies and Employee Handbooks: Build a Solid Foundation for Success

HR Policies and a complete Employee Handbook are essential for employers of all sizes including those with just a few employees up to those with thousands.

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## 5 Key Reasons Every Business Needs a Solid Employment Policy and an Employee Handbook:

- 1. Culture:** Supports and communicates company culture.
- 2. Equity:** Provides the foundation for equity and consistency while serving as a management resource.
- 3. Expectations:** Serves as a resource for employees to know what's expected of them.
- 4. Compliance:** Defines the companies' compliance with employment regulations.
- 5. Efficiencies:** The structured policies and guidelines create efficiencies.

# HR Policies and Employee Handbooks: Build a Solid Foundation for Success

One of the fundamental mistakes that small businesses make is assuming that they are too small for various employment regulations to apply to them. This is not the case and when employment policies and employee handbooks are not in place it can lead to misunderstandings and conflict among management and employees.

## **1. Share your company culture, mission, vision and values.**

When employees understand the purpose of why the company they work for exists, what and who it serves and the underlying values it believes in, it provides a framework for employees to understand their purpose in the organization and improves their engagement level.

## **2. Promote employee equity, reducing conflict and increasing engagement.**

Often times, employees express frustration when they perceive that there is unfairness or inequity in the application of rules or expectations amongst their teammates. Having the policies and handbook provides the foundation for equity in rules, policies and procedures. It gives managers the tools they need to refer back to when leading their teams giving them the structure to fairly apply the expectations to everyone on the team.

## **3. Clearly communicate organizational expectations.**

It is human nature to seek to please others and abide by the expectations laid out. HR policies and a comprehensive handbook provide the detailed expectations for an employee's behavior and actions. This reduces uncertainty and is a resource when an employee is unsure of what the procedure is for a given situation. For example, if the employee needs to request time off for personal reasons such as a family medical emergency, they can easily reference the policy and protocol within the handbook instead of asking their co-workers and potentially receiving multiple different assumptions of how the company handles these situations.

# HR Policies and Employee Handbooks: Build a Solid Foundation for Success

## 4. Stay in compliance with the most current employment regulations.

The “alphabet soup” of employment regulations is overwhelming to even the savviest business leader. A robust employee handbook will address all of the relevant employment regulations required for your specific company size. In addition, it serves as a great support to the organization in the event of an employee conflict down the road in the event of a complaint of a violation of an employment regulation.

### **An example of why every company needs an employee handbook.**

If an employee files a complaint with the Wage and Hour division of the Department of Labor over a discrepancy in hours paid versus hours worked, and the company has a defined protocol for employee time keeping and reporting of discrepancies, the employer can refer back to the signed acknowledgment of the handbook which contains the procedure requirements for employees to manage their reported hours worked and the requirements for reporting time discrepancies.

## 5. Create organizational efficiencies.

Without defined policies and an employee handbook, managers and business leaders may find themselves being asked a lot of time-consuming procedural questions that could easily be addressed within the policies and handbook.

The efficiencies gained by investing the time and resources into creating the policies and handbook can be significant. Instead of creating responses on the fly, which tend to be inconsistent when done this way, the defined policies and handbook will reduce the managers/leaders time spent on these types of questions and eliminate concerns of inequity. It is also more efficient for employees, as they don't have to waste time and energy working through the assumptions of multiple co-workers in trying to determine what is expected of them.

# Start building a solid foundation for your business with employee policies and comprehensive employee handbooks—Insight HRM is here to help!

It is a best practice to review the policies and handbook annually to keep it up to date and incorporate any new regulatory changes as well as to check in with the management team to find out what areas of the policies and handbook have been the subject of inquiries and/or confusion with their employees.

Gathering feedback from managers and employees and incorporating the adjustments within the policies and handbook makes it a an essential tool for your team. If you don't have the time or the expertise to review and update; and/or create your employment policies and employee handbook, Insight HRM is here to assist you.

## Contact Insight HRM Today



**Amy Bergman**, SHRM-SCP, SPHR  
President, Insight HRM  
ABergman@InsightHRM.com



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