Create your
POLICIES

Policies are an important part of doing business, and if you don't already use them, adding a policy will help improve your system. A policy statement typically relates to your expectations for employee behavior, be it work behaviors or personal behaviors in the workplace. Authoring and implementing a policy statement announces your expectations of employee behavior by establishing rules for everyone in the company to abide by

Take a look at your own company. Is there a repeated task that's currently inefficient? Create a policy for that task. Think about the mistakes others have made I the past and craft your policy so those mistakes are avoided. Your new policy will help eliminate confusion when you need to delegate that task and allow a new person to learn faster and get to work.

Examples:

1. *Each employee is an important contributor to the businesses mission and each employee is needed at work to assist in accomplishment of the businesses goals and objectives. Absenteeism and tardiness negatively impacts services provided to the customers. Absenteeism also lowers the morale of other employees who have to perform the work of the absent employee.*
2. *Every employee is a manager of the risks within his/her scope of employment, i.e., has the responsibility to continuously identify, minimize and/or control all exposures to loss, personal injury to visitors or employees, trip hazards, fire hazards, etc.*

Policy 1.

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Policy 2.

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Policy 3.

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Policy 4.

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Policy 5.

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Policy 6.

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Policy 7.

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