
Introducing Gradience Handbook Manager



A simple, electronic way to create, edit and print a fully customized employee handbook — right from your desktop in mere hours!



Welcome to Gradience™ Handbook Manager. Please choose a policy manual from the Gradience Handbook Manager database that you would like to edit or create a new policy manual.

Create New Policy Manual

Create From Existing Policy Manual

Edit Existing Policy Manual

Exit Handbook Manager



Handbook Manager

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Policy Manual Name
New Policy Manual

Company Name

How many full-time employees?

How many full time employees work within a 75 mile radius?

What state will this policy manual apply to?

Does your company have manual laborers?
 Yes No

Is this a Government company?
 Yes No

What is your company's industry or type of business?



Step 1 - Set up Policy Manual [X]

First, we need to know more about your company. In Step 2, we'll recommend policies based on this information.

Don't show this message again.

Handbook Manager

New Policy Manual

Draft



1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Policy Manual Name

Our Handbook

Company Name

This Organization

How many full-time employees?

50 - 74

How many full time employees work within a 75 mile radius?

50 and Over

What state will this policy manual apply to?

Florida

Does your company have manual laborers?

Yes

No

Is this a Government company?

Yes

No

What is your company's industry or type of business?

Software & Technology



Handbook Manager

Our Handbook

Draft



1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show only Selected (Checked policies)

- Welcome
 - Welcome
- Introduction & Description of Company
 - Description of Company
- Confidential Information & Conflict of Interest
 - Conflict of Interest
 - General Confidentiality Obligations
 - Employee Height
- Anti Discrimination & Harassment
 - Americans w/ Disabilities
 - Equal Employment Opportunity
 - Languages Spoken
 - Policy Prohibiting Harassment
- Employment at Will
 - Employment At-Will
- Compensation & Work Schedules
 - Attendance & Punctuality
 - Bonus Compensation
 - Breaks
 - Child Support Repayment
 - Flexible Work Hours
 - General Pay Information

Welcome

Welcome to <****INSERT company name****>!

Dear Employee

You and <****INSERT company name****> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <****INSERT company name****> is the best place to start your career productively and

...one that will result in a ... you start working here, ... company name****> and ... ant, and you will play a ... ny.

Edit Policy

Step 2 - Edit Policies

Policies we recommend are checked off for you. A  will be next to policies that are state-specific. You may uncheck policies you do not wish to include, as well as drag-and-drop checked policies to rearrange order.

Review each policy and copy/paste your own company-specific information. Just click on the Edit button. In Step 3, you'll fill in the inserts, so don't accidentally delete anything that looks like this: <****INSERT****>.

Don't show this message again.

OK

Previous Step

Next Step

Back

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show only Selected (Checked policies)

- [-] Welcome
 - Welcome
- [-] Introduction & Description of Company
 - Description of Company
- [-] Confidential Information & Conflict of Interest
 - Conflict of Interest
- [-] Equal Employment Opportunity Policy
- [-] Languages Spoken at Work
- [-] Policy Prohibiting Harassment and Discrimination
- [-] Employment at Will
 - Employment At-Will
- [-] Compensation & Work Schedule
 - Attendance & Punctuality
 - Bonus Compensation
 - Breaks
 - Child Support Reporting Requirements
 - Flexible Work Hours & Telecommuting
 - General Pay Information

Edit the content via Edit Policy.

Welcome

Welcome to <****INSERT company name****>!

Dear Team Member|

You and <****INSERT company name****> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <****INSERT company name****> is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of <****INSERT company name****> and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

Edit Policy

Policy Comments

Best Practice Tip

Policy changes should be made to the handbook based on changes in

Previous Step

Our Handbook

Draft

Next Step

When you click **Edit Policy**, you get this screen.
Edit as you normally edit documents.

Welcome to <****INSERT company name****>!

Dear Team Member:

You and <****INSERT company name****> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <****INSERT company name****> is the

organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of <****INSERT company name****> and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

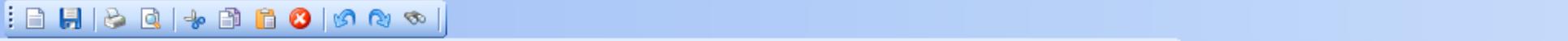
As you will quickly discover, our success is based on delivering high-quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!

(This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Company policies and procedures. <****INSERT company name****> reserves the right to change, add or delete benefits and policies as necessary.

This handbook does not create a contract for employment for any specified period or definite



Select text.

Welcome to <****INSERT company name****>!

Dear Team Member:

You and <****INSERT company name****> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <****INSERT company name****> is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of <****INSERT company name****> and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

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Alter justification.

Welcome to <****INSERT company name****>!

Dear Team Member:

You and <****INSERT company name****> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <****INSERT company name****> is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of <****INSERT company name****> and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

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This handbook does not create a contract for employment for any specified period or definite



Change the font.

Welcome to <****INSERT company name****>!

Dear Team Member:

You and <****INSERT company name****> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <****INSERT company name****> is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of <****INSERT company name****> and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

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Again, welcome!

(This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Company policies and procedures. <****INSERT company name****> reserves the right to change, add or delete benefits and policies as necessary.



File Edit View Insert Format

Save... Save As... Page Setup... Print Preview... Print... Ctrl+P Exit Ctrl+W

Courier New 10 B I U

1 2 3 4 5 6 7

Save.

Welcome to <***INSERT company name***>!

Dear Team Member:

You and <***INSERT company name***> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <***INSERT company name***> is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of <***INSERT company name***> and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

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Again, welcome!

(This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Company policies and procedures. <***INSERT company name***> reserves the right to change, add or delete benefits and policies as necessary.

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show only Selected (Checked policies)

- Welcome
 - Welcome
- Introduction & Description of Company
 - Description of Company
- Confidential Information & Conflict of Interest
 - Conflict of Interest
 - General Confidentiality Obligations
 - Employee Heightened Confidentiality Policy
- Anti Discrimination & Harassment
 - Americans w/ Disabilities Act
 - Equal Employment Opportunity Policy
 - Languages Spoken at Work
 - Policy Prohibiting Harassment and Discrimination
- Employment at Will
 - Employment At-Will
- Compensation & Work Schedule
 - Breaks
 - Child Support Reporting Requirements
 - Flexible Work Hours & Telecommuting
 - General Pay Information

Welcome

Welcome to <****INSERT company name****>!

Dear Team Member:

You and <****INSERT company name****> have made an important decision: The Company has decided you can contribute to our success, and you've decided that <****INSERT company name****> is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of <****INSERT company name****> and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

Edit Policy

Changes in font and justification are evident.

Policy Comments

Best Practice Tip
Policy changes should be made to the handbook based on changes in

Previous Step

Our Handbook

Draft

Next Step

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show only Selected (Checked policies)

- Welcome
 - Welcome
- Introduction & Description of Company
 - Description of Company
- Confidential Information & Conflict of Interest
 - Conflict of Interest
 - General Confidentiality Obligations
 - Employee Heightened Confidentiality Policy
- Anti Discrimination
 - American
 - Equal E
 - Languages Spoken at Work
 - Policy Prohibiting Harassment and Discrimination**
- Employment at Will
 - Employment At-Will
- Compensation & Work Schedule
 - Attendance & Punctuality
 - Bonus Compensation
 - Breaks**
 - Child Support Reporting Requirements
 - Flexible Work Hours & Telecommuting
 - General Pav Information

State specific policies are easily identified.

Policy Prohibiting Harassment and Discrimination

<****INSERT company name****> strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including

Edit Policy

Policy Comments

Note
Employers cannot discriminate against employees or applicants based

Previous Step

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Next Step

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show only Selected (Checked policies)

- Welcome
 - Welcome
- Introduction & Description of Company
 - Description of Company
- Confidential Information & Conflict of Interest
 - Conflict of Interest
 - General Confidentiality Obligations
 - Employee Heightened Confidentiality Policy
- Annual Review
 - Annual Review
 - Languages Spoken at Work
 - Policy Prohibiting Harassment and Discrimination
- Employment at Will
 - Employment At-Will
- Compensation & Work Schedule
 - Attendance & Punctuality
 - Bonus Compensation
 - Breaks
 - Child Support Reporting Requirements
 - Flexible Work Hours & Telecommuting
 - General Pay Information

Employee Heightened Confidentiality Policy

Employee acknowledges that he/she will receive or have access to "Confidential Information" (as hereinafter defined) during the course of his/her employment with <****INSERT company name****>. In consideration of Employee's employment and/or continued employment with the Company, and the compensation now and hereafter paid to Employee by Company, Employee agrees to the following:

Optional policies are available but are unchecked.

name****>'s business, including but not limited to, the whole or any portion or phase of any:

(a) scientific or technical information concerning <****INSERT company name****>'s products and services; trade secrets as defined

Edit Policy

Policy Comments

Empty text box for policy comments.

Previous Step

Our Handbook

Draft

Next Step

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show only Selected (Checked policies)

- Welcome
 - Welcome
- Introduction & Description of Company
 - Description of Company
- Confidential Information & Conflict of Interest
 - Conflict of Interest**
 - General Confidentiality Obligations
 - Employee Heightened Confidentiality Policy
- Anti Discrimination & Harassment
 - Americans w/ Disabilities Act
 - Equal Employment Opportunity Policy
 - Languages Spoken at Work
 - S** Policy Prohibiting Harassment and Discrimination
- Employment at Will
 - Employment At-Will
- Compensation & Work Schedule
 - Attendance & Punctuality
 - Bonus Compensation
 - S** Breaks
 - Child Support Reporting Requirements
 - Flexible Work Hours & Telecommuting
 - General Pay Information

Conflict of Interest

Employees must avoid any interest, influence or relationship which might... which... when...

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with <****INSERT company name****>
- Owning or having a significant financial interest in, or other relationship with, a <****INSERT company name****> competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a <****INSERT company name****> competitor, customer or supplier.

Click and drag policies into new positions.

Edit Policy

Policy Comments

Empty text box for policy comments.

Previous Step

Our Handbook

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Next Step

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show only Selected (Checked policies)

- [-] Welcome
 - Welcome
- [-] Introduction & Description of Company
 - Description of Company
- [-] Confidential Information & Conflict of Interest
 - General Confidentiality Obligations
 - Conflict of Interest**
 - Employee Heightened Confidentiality Policy
- [-] Anti Discrimination & Harassment
 - Americans w/ Disabilities Act
 - Equal Employment Opportunity Policy
 - Languages Spoken at Work
 - S** Policy Prohibiting Harassment and Discrimination
- [-] Employment at Will
 - Employment At-Will
- [-] Compensation & Work Schedule
 - Attendance & Punctuality
 - Bonus Compensation
 - S** Breaks
 - Child Support Reporting Requirements
 - Flexible Work Hours & Telecommuting
 - General Pay Information

Conflict of Interest

Employees must avoid any interest, influence or relationship which might...

Conflict of Interest is now in the second position.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with <****INSERT company name****>
- Owning or having a significant financial interest in, or other relationship with, a <****INSERT company name****> competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a <****INSERT company name****> competitor, customer or supplier.

Edit Policy

Policy Comments

[Empty text box for policy comments]

Previous Step

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Next Step

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show all policies

Policy Prohibiting Harassment and Discrimination

- [-] Anti Discrimination & Harassment
 - [-] Policy Prohibiting Harassment and Discrimination
 - <****INSERT designated individual****>
 - <****INSERT alternate designated individual****>
 - <****INSERT second alternate designated individual****>
 - Employment at Will
 - Employment At-Will
 - <****INSERT one Company officer, such as a manager, supervisor, or other employee****>
 - Compensation & Work Schedule
 - Breaks
 - <****INSERT number of minutes allowed for breaks****>
 - <****INSERT number of minutes allowed for meal breaks****>
 - Pay Schedule
 - <****INSERT Controller or other department****>
 - Performance Evaluations
 - <****INSERT interval or timetable for reviews****>
 - Performance Reviews and Salary Increases
 - <****INSERT interval for salary reviews****>
 - Work Eligibility Records
 - <****INSERT the human resources department or other department****>
 - Work Hours
 - <****INSERT beginning and ending work times****>

Step 3 - Edit Inserts

Personalize your Policy Manual with specific information. Policies with pencils have inserts to be completed; ones with checkmarks are done.

Don't show this message again.

OK

Enter Insert Data

INSERT designated individual

Previous Insert Next Insert 42 of 43 Completed Edit Inserts

Policy Comments

Note
Employers cannot discriminate against employees or applicants based

Previous Step

Our Handbook
Draft

Next Step

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

Show all policies

Policy Prohibiting Harassment and Discrimination

- Anti Discrimination & Harassment
 - Policy Prohibiting Harassment and Discrimination
 - <****INSERT designated individual****>
 - <****INSERT alternate designated individual****>
 - <****INSERT second alternate designated individual****>
 - Employment at Will
 - Employment At-Will
 - <****INSERT one Company officer, such as****>
 - Compensation & Work Schedule
 - Breaks
 - <****INSERT number of minutes allowed for breaks****>
 - <****INSERT number of minutes allowed for meal breaks****>
 - Pay Schedule
 - <****INSERT Controller or other department****>
 - Performance Evaluations
 - <****INSERT interval or timetable for reviews****>
 - Performance Reviews and Salary Increases
 - <****INSERT interval for salary reviews****>
 - Work Eligibility Records
 - <****INSERT the human resources department or****>
 - Work Hours
 - <****INSERT beginning and ending work times****>

Step 3 - Edit Inserts

Personalize your Policy Manual with specific information. Policies with pencils have inserts to be completed; ones with checkmarks are done.

Don't show this message again.

OK

Enter Insert Data

Molly Peterson

Previous Insert Next Insert 43 of 43 Completed Edit Inserts

Policy Comments

Note
Employers cannot discriminate against employees or applicants based

Previous Step

Our Handbook
Draft

Next Step

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish



This Organization
Our Handbook



Your Handbook will not initially have a logo.



Our Handbook
Draft

1 Set Up

2

4 View/Publish

- Reload Policy From Original Template
- Check for Updates
- Auto Update Settings
- Automatic Updates
- Show Popup Hints
- Set Password
- Set Default Title Page Logo**

To acquire a logo.



THIS Organization
Our Handbook



Our Handbook
Draft

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish



Select Default Title Page Logo

Look in: Images

Logo Black.JPG

Logo White.JPG

Dimensions: 312 x 87
Type: JPEG Image
Size: 10.4 KB

File name: Logo White.JPG

Files of type: All (*.jpg;*.jpeg;*.bmp;*.ico;*.emf;*.wmf)

Open

Cancel

To acquire a logo.

← Previous Step

Our Handbook

Draft

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish



Our Handbook

Draft

Our handbook is now finished!

Let's see how it looks.



1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

View the result.

Employee Handbook

Welcome to This Organization! **New Designation**

Dear Team Member:

You and This Organization have made an important decision: The Company has decided you can contribute to our success, and you've decided that This Organization is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of This Organization and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high-quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment, or benefits, please feel free to discuss

Previous Step

Our Handbook

Draft

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish



View the result.

Employee Handbook

Welcome to This Organization!

New Font and now Justified

Dear Team Member:

You and This Organization have made an important decision: The Company has decided you can contribute to our success, and you've decided that This Organization is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of This Organization and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

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Previous Step

Our Handbook

Draft

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish

1 2 3 4 5 6 8

Welcome

Welcome

Introduction & Description of Company

Description of Company

5

Confidential Information & Conflict of Interest

General Confidentiality Obligations

6

Conflict of Interest

6

Anti Discrimination & Harassment

Americans w/ Disabilities Act

7

Equal Employment Opportunity Policy

7

Languages Spoken at Work

7

Policy Prohibiting Harassment and Discrimination

7

Employment at Will

Employment At-Will

9

Compensation & Work Schedule

Attendance & Punctuality

10

Bonus Compensation

10

Breaks

10

Child Support Reporting Requirements

10

General Pay Information

10

Overtime

10

Pay Schedule

11

Performance Evaluations

11

Performance Reviews and Salary Increases

11

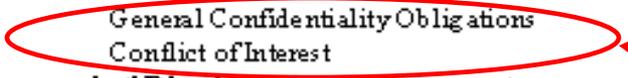
Salary Deduction Policy for Exempt Employees

11

Timekeeping Rules for Non-Exempt Employees

12

View the result.



Reversed Order



Our Handbook

Draft

1 Set Up

2 Select/Edit

3 Edit Inserts

4 View/Publish



degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and

- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender.

Harassment by Nonemployees

This Organization will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the work place, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to Molly Peterson. If that person is not available, or you believe it would be inappropriate to contact that person, contact . or ..

This Organization will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with This Organization in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

New Designations



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