

Notes to Accompany Staff Handbook Template

The handbook template has been designed to be as easy to use as possible. However it obviously needs to be adapted for each individual organisation. Here are the steps you should go through to use the template:

Step 1

Download the template and open as a document in Microsoft Word

Step 2

We have used a placeholder Company field where the name of your organisation should appear. You can therefore type the name of your Company into the first field and it will populate the rest of the document with the company name (you will need the latest version of Word to do this)

Step 3

There are a number of parts of the Handbook which must be specifically tailored to your own organisation. We have marked these like this: ** (i.e. 2 asterisks)

If you do a search for this it will take you to the content which you need to modify. We have tried to supply basic boilerplate paragraphs for you to adapt to make this as easy as possible.

Step 4

Read the final document through very thoroughly and ensure everything is correct and properly represents your company policy. Remember this document will in parts form part of your employee's terms and conditions!

General Notes

1. On the front cover we have incorporated a "date published" box which will print on the cover the date on which the handbook is printed. This is handy in that for future changes, you can let users know that "Handbooks printed before xx/xx/xxxx are now out of date"
2. We have incorporated a dynamic Contents Page which will keep track of changing page numbers as you add or take out content. If you add content, please use the same header styles as we have used. In this way Word will incorporate your new content into the Contents Page with appropriate page numbering. Don't forget to update this page if you make changes (click somewhere in the page, right-click your mouse and choose update field).