EMPLOYEE HANDBOOK

This Employee Handbook (this "Handbook") of _____ (the "Company"), located at _____, takes effect on _____. It replaces any earlier handbook or policy statement on the same subjects.

Questions about this Handbook go to _____ (name or department), at _____ (email or phone).

1. WELCOME AND PURPOSE

This Handbook explains the Company's main policies and what the Company and its employees can expect of each other. It applies to every employee, including remote employees. If a federal, state or local law gives employees more rights than a policy in this Handbook, the Company follows the law.

2. AT-WILL EMPLOYMENT

Employment with the Company is at will: either the employee or the Company may end it at any time, with or without cause or notice. Only a written agreement signed by _____ (name and title) can change this.

Montana note: Montana's Wrongful Discharge from Employment Act (Mont. Code Ann. § 39-2-901 et seq.) limits discharge without good cause after an employee completes the employer's probationary period. Montana employers should replace this section with wording that follows the Act.

3. THIS HANDBOOK IS NOT A CONTRACT

This Handbook summarizes policies. It is not a contract of employment, and the Company may change any policy at any time. Benefit plan documents control over this Handbook. Nothing in this Handbook limits rights under the National Labor Relations Act or any other law.

4. EQUAL EMPLOYMENT OPPORTUNITY AND ACCOMMODATION

The Company does not discriminate in any term of employment because of race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, genetic information, military or veteran status, or any other characteristic protected by law. Title VII, the ADA, GINA and the Pregnant Workers Fairness Act apply to employers with 15 or more employees, and the ADEA to employers with 20 or more; state laws may cover smaller employers.

The Company makes reasonable accommodations for disability, pregnancy-related limitations and religious practices unless they would cause undue hardship. Requests go to _____.

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5. ANTI-HARASSMENT POLICY AND REPORTING

Harassment based on any protected characteristic, including sexual harassment, is prohibited. Report harassment, discrimination or retaliation to _____ or to _____, or to any manager. No one has to report to a person involved in the conduct. The Company will investigate promptly and take corrective action. Retaliation against anyone who reports in good faith or takes part in an investigation is prohibited.

6. EMPLOYEE CLASSIFICATIONS

Positions are non-exempt (eligible for overtime) or exempt. Full-time employees are regularly scheduled for at least _____ hours a week; part-time employees for fewer. New employees serve an introductory period of _____ days, which does not change at-will employment.

7. HOURS, PAY AND TIMEKEEPING

Normal business hours are _____. Employees are paid (check one): [ ] weekly [ ] every two weeks [ ] twice a month [ ] monthly. Non-exempt employees receive overtime at one and one-half times their regular rate for hours over 40 in a workweek and any other hours state law requires. Overtime must be approved in advance but is always paid.

Non-exempt employees must record all time worked accurately. Working off the clock is not allowed. Employees may discuss their wages and working conditions with coworkers and others.

8. PAID TIME OFF, HOLIDAYS AND SICK LEAVE

Full-time employees receive _____ days of paid [ ] PTO [ ] vacation each year, earned each pay period. Unused time: _____. Where state law does not allow earned time to be forfeited, the Company caps the balance instead.

Paid holidays: _____.

Sick leave: _____. If state or local law provides more sick leave, the law controls. Many states require paid sick leave, including Arizona, California, Colorado, Illinois, Maryland, Massachusetts, Michigan, Minnesota, New Jersey, New York, Oregon and Washington.

9. LEAVES OF ABSENCE

Employers with 50 or more employees must provide eligible employees up to 12 workweeks of unpaid, job-protected leave a year under the Family and Medical Leave Act (eligibility: 12 months of service, 1,250 hours in the past 12 months, and 50 employees within 75 miles). The Company also provides military leave under USERRA, jury duty and voting leave as state law requires, and these other leaves: _____.

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10. BENEFITS

Eligible employees may enroll in the following benefits _____ (when): _____. The plan documents control. Employees are covered by workers' compensation and unemployment insurance as the law requires.

11. CONDUCT, DRESS AND ATTENDANCE

Employees must act honestly and respectfully and follow lawful instructions. Theft, violence, harassment, working while impaired, misuse of property and serious safety violations may lead to discipline, up to and including termination. Nothing in this Handbook prevents employees from discussing or acting together about wages, hours or working conditions.

Dress code: _____. Report an absence or lateness to your manager _____ before your shift. _____ consecutive days of no-call, no-show are treated as a resignation. Absences the law protects are never counted against an employee.

12. REMOTE WORK, TECHNOLOGY AND CONFIDENTIALITY

Remote work policy: _____. The Company reimburses necessary business expenses where state law requires it.

Company devices and systems are for business use and [ ] may [ ] may not be monitored. New York employers that monitor must give written notice at hiring, acknowledged by the employee (N.Y. Civ. Rights Law § 52-c).

Employees must keep the Company's confidential business information confidential. This does not cover employees' own wages and working conditions, reports to government agencies, or disclosures protected by law. Under 18 U.S.C. § 1833(b), an individual is immune from trade secret liability for confidential disclosures to a government official or attorney to report a suspected violation of law, or in a sealed court filing.

13. SAFETY, DRUGS AND ALCOHOL

Report every injury and unsafe condition right away; the Company will not retaliate for reporting. Violence and threats are prohibited. Working under the influence of alcohol, illegal drugs or cannabis is prohibited. Drug testing: _____, as state law allows.

14. DISCIPLINE, SEPARATION AND CHANGES

The Company may use warnings and other steps before termination but may skip steps when a problem is serious. Employees who resign are asked to give _____ weeks' notice. Final pay is issued by the deadline state law sets. Unused paid time off is _____ at separation, as state law requires. All Company property must be returned.

The Company may change any policy in this Handbook at any time, except where the law requires notice.

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15. EMPLOYEE ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received the Employee Handbook of _____, effective _____, and that I am responsible for reading and following it. I understand that it is not a contract of employment, that the Company may change its policies, and that my employment is at will unless a signed written agreement or the law of my state provides otherwise. I understand that nothing in the Handbook limits my right to discuss my wages and working conditions or to communicate with a government agency.

SIGNATURES

Employee

Signature: _____ Date: _____

Printed Name: _____

Company Representative

Signature: _____ Date: _____

Printed Name: _____

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