322: Employee Handbook

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Section: Human Resources
Subject: Employee Handbook
Approved by: Harvey L. Massey
Effective Date: 16 December 1991
Last Reviewed Date: 16 December 1991
Policy Owner: Director of Human Resources

Policy

The Employee Handbook has been designed to accomplish the following:

1. Acquaint and familiarize new employees with the Policies and Procedures pertaining to their employment with Massey Services.
2. Serve as a reference guide for all employees during their course of employment with Massey Services.

The new employee's Manager will be responsible for accomplishing the following:

1. Upon employment with Massey Services, every new employee is to sign the acknowledgement in the back of the Handbook, acknowledging that they have read the Handbook and their willingness to comply with the policies stated.
    - The white copy of the signed acknowledgement, which is also to be signed by the General Manager, is to be included in all new employee's personnel packages to be sent to the Corporate Personnel Department.
    - The yellow copy is to remain in the Handbook.

When an employee leaves Massey Services, this Handbook is to be returned to the Company, along with all other Company owned equipment, materials, items, etc. As indicated in the foreword of this Handbook, the material and information contained in this Handbook is the property of Massey Services, and its contents are to be kept strictly confidential.

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