## Template 9: Sample Headings for a New Employee Handbook template

A new employee handbook is a document that outlines your farm businesses policies, culture, expectations & behavior. A great tool to have all of your policies and procedures in one place that is easily accessible. It allows new employees to be ‘job ready’ and will form part of the induction process.

**BUSINESS NAME – EMPLOYEE HANDBOOK**

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| **CONTENTS**  Introduction/Welcome   * Farm history * Farm Values * Business goals * Team roles & responsibilities   General Farm Information   * Name * Address * Phone numbers * Size * Crops * Livestock * Farm team   Farm map   * Home infrastructures (sheds etc.) * Property map   Farm Policies & Procedures – Code of Conduct   * Code of Conduct * Mobile phone usage * Internet use * Drug and Alcohol Policy * After hours behavior * Visitors – personal and farm * Privacy * Discrimination and harassment * Personal Health and Hygiene   Farm Policies & Procedures – Work Health & Safety   * PPE * Chemical handling & storage * Machinery safety * Injury/Hazard reporting * Farm vehicle use   Machinery and Equipment Information   * Key storage * Pre and Post operation procedures * Shut down procedures * Clean up * Storage   Record Keeping  Pay systems/timesheets  Workplan  Training  Meetings |