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**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared For:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee policy manual is a guide to plan the employee training process in most effective way and it is prepared by human resource department of the organization.**

Policy Manual

**Company Name Here**

Address line 1 address line 2  
phone: 555-555-55555| fax: 555-555-55555  
www.emailaddress.com

**INTRODUCTION**

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**TRAINING TASKS**

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**INDIVIDUAL RESPONSIBILITIES**

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**PERSONAL APPEARANCES**

Sample Text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here sample text here. **DRESS/UNIFORM REQUIREMENTS**

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**CUSTOMER CARE**

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**CASH PAYMENTS**

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**Company Name Here**

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