

The AGOS Model Handbook includes the following sections:

- ✓ **Preliminary statements—sets the tone for the entire handbook.**
 - Letter from the President
 - Employment Mission and Philosophy
 - Purpose of the Handbook

- ✓ **Equal employment opportunity—creates the necessary “no tolerance” standard for discrimination in the workplace and educates your employees to use your internal procedures for reporting wrongdoing. Policies include:**
 - Equal Employment Opportunity Policy
 - Sexual Harassment Policy
 - Disability Discrimination Policy
 - Pregnancy Discrimination Policy
 - Retaliation Policy

- ✓ **Employment classifications, practices, and procedures—provides guidelines regarding administrative aspects of the employment relationship. Guidelines include:**
 - Workplace Wrongdoing Policy
 - Handling of Confidential Information
 - Computer System Usage Policy
 - Work Hours, Tardiness, and Absences
 - Background Checks
 - Performance Evaluations and Personnel Files

- ✓ **Health and safety—standard of conduct policies for a safe and healthy workplace.**
 - Employee Health and Safety
 - Carelessness Policy
 - Violence/Threats of Violence/Concealed Weapons
 - Anti-Drug Policy

- ✓ **Benefits and leave—explains what the organization provides its employees.**
 - Insurance/Continuation of Insurance (COBRA)
 - Vacations/Holidays/Personal Leave
 - Workers’ Compensation
 - Family and Medical Leave Act (FMLA)
 - Personal Illness or Injury
 - Military and Jury Duty

- ✓ **Employee acknowledgment form—documents necessary information for your defensible employment file.**