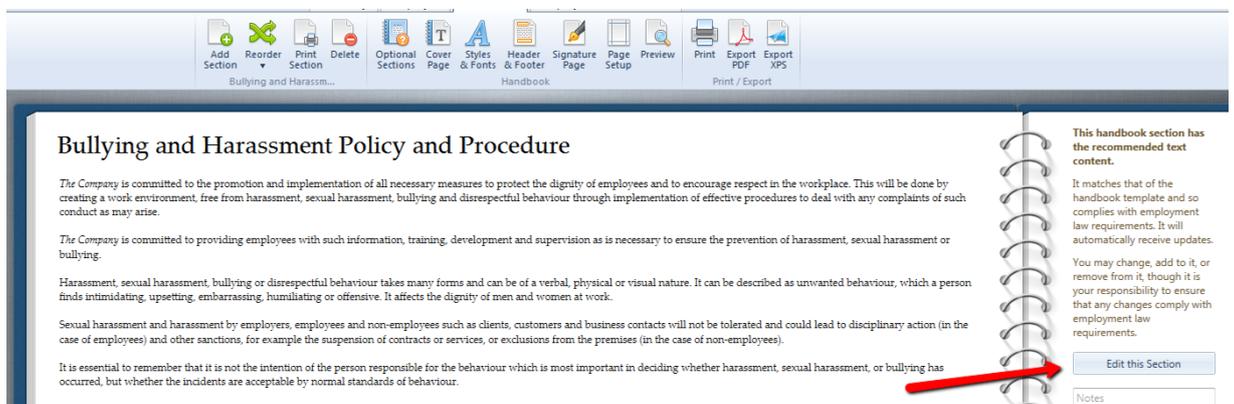


Rolling Out a new Handbook Policy

A Staff Handbook, will always be an evolving document, changing and updating with your company. Making updates to your handbook should be a relatively straight forward process.

When updating your handbook with a new Bright Contracts policy – you need to ensure you are happy with the content and that it is appropriate to your organisation. Whilst Bright Contracts make every effort to draft generic policies that can be used across the board, from time-to-time some tailoring may be required. To make changes click on “Edit this Section” on the right hand side of the screen.



Communicating the Changes to Staff

Once you have updated your software you need to communicate the changes to staff. Ensuring staff are aware and familiar with the new policy is very important, we recommend the following steps be taken:

- Once happy with the content, notify employees of the change to the Staff Handbook. If possible introduce the new policy at a staff/team meeting giving a brief description of the new policy, however an email/memo with the same would be fine.
- Distribute the new policy to staff, this can be done by:
 - Giving them a revised copy of the full Staff Handbook
 - Giving them a printed copy of the policy to be included in their existing handbook

- o Advising them of where the updated Handbook is available e.g. you could have a version available in a shared folder on a company server, or you may have a printed hardcopy placed somewhere accessible to staff, e.g. the kitchen, break room
- Explain to employees that the policy is to become effective immediately, or give an effective date if different.
- Ask staff to review the policy, perhaps suggest they do it over a certain period e.g. 2 weeks. Suggest that if they do have any questions they should approach their line manager. Always be open to discussing any employee questions, sometime some clarification is all that is required.
- It is generally not necessary to get a signature from employees confirming their acceptance of the policy, particularly where the new policy does not affect the employee's basic terms and conditions of employment. However it is useful to keep some form of evidence that the policy was communicated to all staff e.g. keep a copy of the email sent to staff to notify them/ the memo placed in the workplace/ minutes of the meeting in which the new policy was discussed.
- Some employers request employees to sign to confirm their understanding of the policy. Should you wish to do so, there is a template signature page on the Bright Contracts software.

