Chapter 11

Activity 11-2 Improving Your Formatting Skills

**Directions:** Read the following information. Edit the document and format it to create a professional-looking report from an employee handbook. Use the default spacing and font for your word processing software.

INTRODUCTION

This *Employee Handbook* is intended to give all employees an explanation of the employment policies at The XYZ Company Inc. You should read, understand, and comply with all provisions of this *Handbook.* Many of the policies and sections of this *Handbook* will be explained to you by the Human Resources Director when you are hired. The remaining sections are your responsibility to read on your own. This *Employee Handbook* is in no way an employment contract and is not intended to create any contractual obligations of any kind. All employees are employed “at-will” and neither the employee nor the Company is bound to continue the employment relationship. Either party may elect to end the business relationship at any time, for any reason. No employee, manager, or other representative of the XYZ Company has the authority to enter into an employment contract with the Company or its employees, make promises or provide benefits that alter the practices and policies of the Company, or modify the Company practices and policies as outlined in this book, except in writing, with the approval of the President. No *Employee Handbook* can anticipate or address every circumstance or question regarding Company practices and policies, or every situation that may arise in the workplace. If you have questions, encounter problems in understanding any portion of this *Handbook*, or are faced with an issue that is not addressed in this *Handbook*, please contact either your immediate supervisor or the Human Resources Director for guidance. As XYZ Company continues to grow and develop, the need may arise and the Company reserves the right at its sole and absolute discretion, to revise, supplement, or rescind any practices, policies, guidelines, or portions of this *Handbook* at any time, as the Company deems appropriate, with or without prior notice. Employees will be notified of such changes as soon as possible after they occur. A written amendment to this *Handbook* will be issued, and training and/or verbal explanation provided, if necessary, when any significant changes occur. The Company holds the right to decide which course of communication to use when changes to this *Employee Handbook* take place. If a conflict arises between this *Handbook* and the law, this *Handbook* will be amended as soon as possible to ensure the Company’s compliance with all applicable state, federal, and local laws. If, at any time, a conflict arises between a description in this *Handbook* and the law, the terms of the applicable law will govern in all cases. It is the intent of XYZ Company to comply with all federal, state, and local law in the conduct of its business and to treat all employees as valuable assets, providing a safe, comfortable working atmosphere free from danger and hostility. We will diligently endeavor to apply all policies set forth in this *Handbook* fairly and consistently and to take into consideration the effect on our staff members, customers, shareholders, and the Company of all actions relating to policy enforcement, benefit selection, and any other business decisions. Bearing in mind that we may not be able to please all involved parties, we pledge our commitment to taking the course of action that is best for our Company as a whole. The effective date of this *Handbook* is the date shown on the cover page. Should a page or section of the *Handbook* be revised after the issuance of the book, that page or section will bear a new effective date that differs from that on the cover page. The latest revision date shown, whether on a page, a section, or the cover page, will be the effective date of the applicable revised policy. This *Employee Handbook* and any subsequently revised policies immediately supersede and replace any and all previous handbooks and policies.