

# IS YOUR EMPLOYEE HANDBOOK OUTDATED?

PARTNER WITH OUR STRATEGY & ADVISORY EXPERTS TO UPDATE IT!

Regardless of the size of your organization, an employee handbook is essential. A well-crafted, vetted and legally compliant manual is important as it gives employees a detailed overview of policies specific to your organization along with other key procedures, guidelines and employee benefits. A handbook is also a vital introduction to your organization for new hires, providing insights to understand your mission and values. Standardizing and documenting the expectations of your employees provides clarity, structure and a positive workplace culture. An organization's policies and procedures should be reviewed periodically through a diversity, equity and inclusion (DEI) lens to reflect any changes in or clarifications of policies.

## Benefits of a well-written guidebook of policies and procedures include:

- Knowing your history.
- Drafting policies that represent your company values and unique culture.
- Defining and clarifying expectations for all employees.
- Creating uniformity, transparency and consistency in your organization.

**STANDARD**

**Handbook (\$6,950)**

- Legally compliant with federal, state and local employment laws
- Multi-state
- EDIJ lens
- Includes 1 round of edits

**PLUS**

**Handbook  
+ EDIJ Review (\$8,450)**

- Standard package plus:
- EDIJ expert review and feedback

**PREMIUM**

**Handbook  
+ Focus Groups (\$14,950)**

- Plus package plus:
- Up to 5 focus groups to capture VOE (voice of employee)
- Executive summary of themes from focus group sessions
- Includes 2 rounds of edits

## OPTIONAL ADD-ONS

- +** Virtual Training and Rollout (\$1800): Includes up to 2 live virtual trainings; 45 minutes each and recorded for future use.
- +** Multi-Year Updates Subscription (\$995 annual subscription): Includes all compliance updates to handbook; reviewed and customized by consultant.