



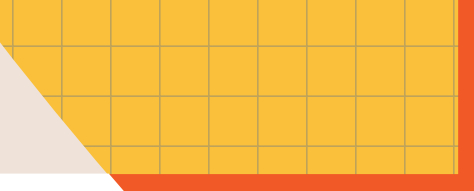
# Mineral™

# 9 Ways To Make Your Handbook Policies Work Better



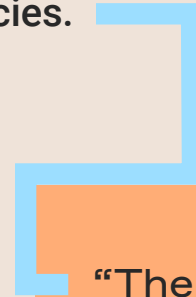
Revise and strategically use your handbook policies.





Your handbook can be a powerful tool for workplace management. With some simple action items, you can make handbooks work in a way that showcases your role, makes the workplace better, and connects employees to your company goals.

**Mineral has 9 tips to help you revise and strategically use your handbook policies.**



“The key is where employees’ boots rest for work on a regular basis. If you’re headquartered in Florida, but your employee works in New York, you have to follow New York labor, wage, discrimination, and leave laws (to name a few).”

– CHRISTINA VEAZEY, MINERAL EXPERT

# Meet Employees Where They Are

Once you have a handbook, it's a good idea to spruce it up. Making your handbook policies approachable helps your employees to understand them better.

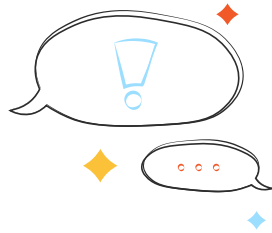
## 1. Physical location

Handbook policies need to be specific to the states that your employees work from. One size does not fit all, especially when employees want to know how to take any leave they're entitled to or what constitutes harassment in their state. This includes remote employees and employees who recently moved.

## 2. Language

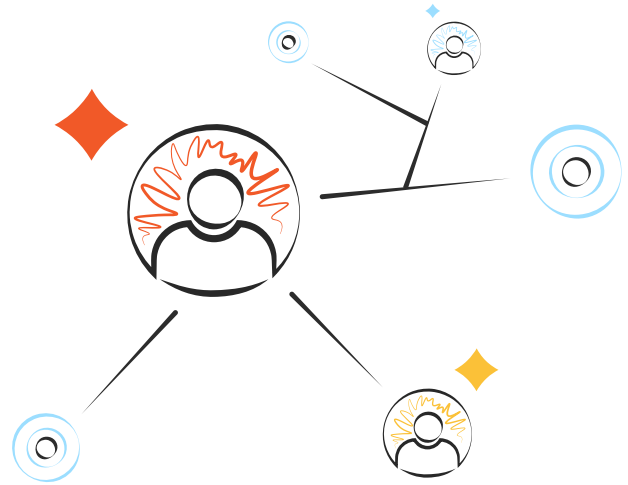
Language matters a lot when you communicate to employees. They need to know what you're talking about and why it matters to them.

Legal jargon, fancy words, and "do not" lists are off-putting to employees. In contrast, positive and clear messaging is welcoming. Employees are more likely to understand what they read if the words you use are clear and direct.



## 3. Acknowledgement

Employees can't meet your expectations if they don't know what they are. You want your employees to acknowledge they've read and understood your policies. For smaller employers, it's enough to send to employees directly. But if you're over 10 employees, consider automating the process to avoid the administrative burden of tracking and recording.



## 4. Relevance

Think about all the headlines and news pieces we come across. We only zero in on what's interesting or top of mind for us. The same goes with employees. Not all critical policies will be "clickable," but you do want to think about including policies that are immediately relevant to employees, such as paid sick leave.

## 5. Time

With so much going on, employees need time to review your handbook policies. For new employees, Kara Govro, Senior Legal Analyst, suggests carving out two hours (paid) so employees can review your handbook in full. For current employees, concisely summarize changes made to your handbook when you send out an updated version.



**47% of Mineral clients have employees that speak Spanish in the workplace.**

# Making Policies Come Alive

Once your handbook is optimized for employee interest, the strategy can begin. Here are ways you can use handbooks to elevate the importance of what you do.

## 6. Modeling

Managers and executives need to model the behavior they want to see from employees. When everyone from the owner to executives to mid-level managers are living a company's values, for example, it's easier for employees to do the same.

When having discussions with your leadership team, reference any relevant policies you've created. It shows you're on top of things and lets leadership know they and their teams are accountable to them.

## 7. Training

Training is one of the best ways to highlight your policies. According to learning and development expert Dr. Carmen Poole, "engagement is appreciating information, not just for its own sake, but also with the goal of applying it towards something else."



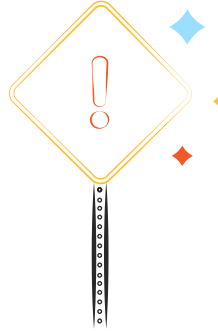
Train employees on the substance of your policies to give them more context on why they matter and how to apply what they learned to their day-to-day.

## Conclusion

To work for your organization, use policies with purpose and implement them strategically. We've found that a lot of good can come from doing it.

## 8. Enforcement

When an employee violates a policy, find a way to address it. Otherwise, it sends the message that it's OK to violate any policy. Admittedly, enforcement is not a fun part of the job. But consistent enforcement of your policies keeps the trains running. Your handbook is your guide.



## 9. Communication

There are countless ways to communicate with your workforce. For handbooks, a critical one is aligning what's in your handbook to company-wide initiatives. If leadership is passionate about diversity, equity and inclusion, for example, then use that as a torch to show employees what your policies cover and where they can find them.



### Take Your Employee Handbook to the Next Level

It's critical to keep your organization's handbook updated. If you have:

- Employees in more than one state
- Spanish-speaking employees
- No easy way to send and receive employee acknowledgments

Then **Smart Employee Handbook Plus** is here to help you.

Contact Sales



# About

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