

**PENNSYLVANIA  
COMPANY POLICIES AND  
PROCEDURES PACKAGE**

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U.S. Legal Forms™ thanks you for your purchase of a Company Policies and Procedures Package. This package is a useful and necessary tool for relaying important information to your staff. It provides orientation for new hires and serves as a reference manual for the entire company. It contains key legal documents that are vital for you to maintain on file and distribute to employees.

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### **I. FORM LIST**

With your Company Policies and Procedures package, you will find the forms that will help you ensure a uniform understanding by all employees and help reduce the potential threat of employee grievances. Written policies help guide the decision-making actions of a firm's employees in an attempt to satisfy the organization's goals.

Included in your package are the following forms:

- 1. Harassment Policy
- 2. Vacation & Sick Pay Agreement
- 3. Military Leave Policy
- 4. Smoking Policy
- 5. Internet & E-mail Policy (Liberal)
- 6. Cellphone Policy
- 7. Your Drug-Free Workplace
- 8. Equal Employment Opportunity Policy
- 9. Employee Dress Code Policy- General
- 10. Workplace Safety Policy- for Employee
- 11. Employee Suggestion Policy

## II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your U.S. Legal Forms™ Company Policies and Procedures package are found below.

Harassment Policy – This form explains the company's policies regarding various types of harassment, including race, gender, sex, disability, color, age, national origin, ethnicity, religion, sexual orientation, and familial status. Definitions and frequently asked questions about harassment are provided, as well as explanations of procedures for reporting and preventing harassment. The company's complaint, investigation, and disciplinary procedures are outlined.

Vacation & Sick Pay Agreement - This form details the company's general policy on leaves, including holidays, annual leave, sick leave, military leave, civil leave, sickness or death in the family, and leave without pay. A detailed explanation of the policies and procedures for the various types of leaves follows.

Military Leave Policy – This form explains the policy of the company to grant leave as necessary for uniformed service in compliance with all applicable federal and state laws.

Smoking Policy – This form details the company's smoking policy with regard to smoking in the workplace, smoking/no smoking signs, and non-discrimination in hiring and discharging smokers.

Company Internet and Email Policy – This form sets forth the company's policies with respect to acceptable use of any company-provided Internet access resources (personal computers, browser software and communications lines to the Internet). Acceptable uses, confidentiality, and privacy issues are covered in detail.

Cell Phone Policy – This form explains acceptable use of personal cell phones at work. It limits their use to emergencies and prohibits the use of additional functions and/or services, such as, among others, text messaging and digital photography.

Your Drug-Free Workplace – This form explains that it is the company's policy to offer help to those who need it most, while sending a clear message that illegal drug use and alcohol abuse are incompatible with working at the company. The use of illegal drugs or alcohol on the job, coming to work with these substances present in his/her body, or processing, distributing, or selling drugs in the workplace are prohibited.

Equal Employment Opportunity Policy – This form explains the company's commitment to a fair and equitable workplace, and compliance with all applicable state and federal governing laws concerning employment practices and procedures.

Employee Dress Code Policy- General – This form explains the company's dress code policy and the importance of presenting a clean and professional appearance when representing the company, both in or outside of the office.

Workplace Safety Policy- for Employee – This forms details appropriate conduct for promoting safety in the workplace. It covers office safety rules, industrial safety rules, tips for preventing illness, specific safety requirements to be followed, as well as an acknowledgement of receipt to be signed by the employee.

Employee Suggestion Policy – This form is a sample policy that encourages employees to offer suggestions that will improve any aspect of the company's operations.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### **III. LEGAL DOCUMENT STORAGE**

Once you prepare legal documents and forms in your U.S. Legal Forms™ Essential Legal Life Documents Package, it is highly recommended that you keep forms together. An optional USLegal Life Documents Organizer – small or large size is available for purchase from [www.uslegalforms.com](http://www.uslegalforms.com) to help store your legal documents.

### **IV. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

### **V. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

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