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Ingles employee handbook

Second generation grocer, Robert P. Ingle, decided to open his own market in 1963. His first location was in Asheville, North Carolina. From the beginning, the company name was Ingles, not Ingle's.In 1982 Ingle purchased a dairy farm, Milkco and expanded his grocery store to include dairy products. Milko remains a wholly-owned subsidiary of Ingles.In 2000 the company started building Ingles Gas Express gas stations with its newer stores.Today Ingles Markets has 201 locations in North Carolina, South Carolina, Georgia, Tennessee, Virginia, and Alabama. The company also owns 70 shopping centers and a dairy farm that sells one-third of its products to Ingles Markets and the rest to other distributors. Ingles Markets also owns Sav-Mor Foods. There are currently 11 Save-Mor Food stores in 3 states. The company is family controlled, with 86% of voting power and almost half of the shares owned by the Ingle family. Robert Ingle passed away in 2011 and his son, Robert Ingle II, then became CEO.Ingles Markets trades publicly on the NASDAQ under the ticker symbol IMKTA, is #629 in the Fortune 1000, is a member of the Russell 2000, and had $3.79 billion in revenue in 2016. Iniciar sesión Starting a new position in a new company can often seem overwhelming, with lots of new faces, information, and policies to learn. But providing your new hires with an employee handbook early on in their employment (think: first day) is a great way to make sure that the employee has all of the necessary information and also has a resource to constantly refer back to if they have any questions. An employee handbook is the Holy Grail of your company. It contains everything about everything that anybody might need to know about working within your organization. It's basically your company's "Hitchhiker's Guide to the Galaxy". While you might not include an entire section about towels, your employee handbook is one hundred percent your "Don't Panic" document. If you're creating your very first employee handbook, or updating your existing one, read on. I'll explain what you should include in your handbook, along with some employee handbook best practices and design tips. I've also included premade employee handbook templates and lots of employee handbook examples. Everything you need to know about employee handbooks (click to jump ahead to each section): An employee handbook is a document created by an employer (often the Human Resources team) to communicate employment and job-related information that employees must know. Sometimes known as an "employee manual", "staff handbook", "company policy manual" or even a "culture code", employee handbooks are given to new hires after their acceptance of an offer letter. Employee handbooks are a human resources essential, alongside HR reports, performance reviews, and incident reports, so it's important to get right. USE THIS EMPLOYEE HANDBOOK TEMPLATE What is the difference between an employee handbook and a policy manual? Employee handbooks and policy manuals can seem similar, but they are two very different things. An employee handbook tells your employees what to expect, and should be written in easy to understand language. A policy manual, on the other hand, is a document that tells your employees how to do things, and may include more technical information. For example, in your employee handbook you will tell your employees that they can work remotely for one month each (one of the perks at Venngage!), but you don't need to outline the nitty gritty details in your handbook. You should save the practical information such as how to request for your remote month, and what the working remotely expectations are, in the policy manual. The information in your employee handbook should match the information in your policy manual, but it should be a faster rather than the complete policy. Think of your policy manual as your terms and conditions document. Do I need an employee handbook? If you haven't devoted the time to writing and designing an employee handbook yet–you're likely not the only one. New and small businesses in particular often neglect to produce an employee handbook. But as your company grows, it's helpful to create a central space for all of your processes and policies to live early on. Employee handbooks are incredibly effective in maintaining a positive workplace culture and integrating newcomers into the team. An employee handbook sets clear expectations for all employees to ensure everyone within the organization can remain on the same page. In doing so, employee handbooks help to establish a culture where issues can be dealt with fairly and consistently. 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USE THIS EMPLOYEE HANDBOOK TEMPLATE What is included in an employee handbook? Employee handbooks typically include three categories of content: General information including items such as your company's mission statement, core values, policy summaries and more. Cultural information including items such as the vacation time, company perks, holiday schedules dress code, etc. Case-specific information including items such as company policies, disciplinary and grievance procedures, etc. Every company will have different needs, but here is an overview of what you should include in a standard employee handbook: Welcome Message From the Company Company History Company Vision and mission Company policies Office information and main office contact details Employee benefits information USE THIS EMPLOYEE HANDBOOK TEMPLATE What should be included in an employee handbook will vary by company depending on the company size and industry. If you are a large organization with hundreds of employees, your employee handbook will likely be much larger and thorough than the employee handbook distributed within smaller and/or less bureaucratic companies. That being said, writing a great employee handbook relies on a thorough understanding of the company and its culture. No matter the organization, most employee handbooks should cover these topics: Company culture Values and the mission statement Human resource and legal information Processes and procedures Company policies including vacation time, sick days, bullying and harassment, etc. An employee handbook is primarily an employee facing document, so this is the ideal place to outline your employees rights and obligations related to employment but in plain English instead of the legal-jargon native to contracts. How do I write an employee handbook? Click to skip ahead to each section: Step 1: Write the outline of your employee handbook Step 2: Design your employee handbook using a template Step 3: Compile all of the information you have gathered into your employee handbook Step 4: Share your finished employee handbook If you're creating an employee handbook for the first time, it can be beneficial to speak to members of senior management. Ask them what they think the most important thing to communicate to new hires would be. Making sure everybody is on the same page about expectations, policies, and culture from the beginning is a great way to kickstart the onboarding process. USE THIS EMPLOYEE HANDBOOK TEMPLATE Step 1: Write the outline of your employee handbook Every great employee handbook starts with a great outline. Make sure you take the time to preplan to contents of your employee handbook before diving in. This will ensure you include all necessary materials to make your handbook effective. 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Pick a color palette that represents your business Color psychology is something you might not have heard of, but will have certainly experienced. Just as some colors like red and orange feel warm to us, they also feel friendly and welcoming. Blues and greens can feel cool or serene. It's important that the colors you use in your employee handbook reflect your organization and your company culture. In this example the color palette is very simple, just whites, greys, and a pop of green, which looks modern and clean. USE THIS EMPLOYEE HANDBOOK TEMPLATE 4. Make use of bold headers in your employee handbook Your employee handbook should be an evergreen resource within your company, with employees referring back to it regularly. But when your employees check back in with your employee handbook they are likely to be looking for a specific piece of information. Help your employees locate the information they need quicker by making use of headers and subheaders within your employee handbook. 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In many employee handbook examples, such as this one, the key policy dates or whatever are highlighted in a box that is a different color. This tells your employees that this information is important, but it also makes it easier for employees to find. Step 3: Compile all of the information you have gathered into your employee handbook USE THIS EMPLOYEE HANDBOOK TEMPLATE Once you have picked a design style and have your outline and information locked down you can start to pull together your employee handbook. Using your table of contents, create a blank page in your document for each section and add the section header (check the employee handbook example below). This will help you visualize the structure of the employee handbook you are making. The information should be communicated and displayed in a clear and easy to follow format. The terminology should be familiar to your audience and easy to understand. 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How often should you update your employee handbook? Employers should not underestimate the value of maintaining the employee handbook. Maintaining that the employee manual is accurate and up-to-date is essential in ensuring your employees are well-informed of policies and procedures and that your business is achieving the cultural benefits of having an employee handbook in the first place. If your business fails to keep your employee handbook updated to reflect necessary changes, it can place your business at risk of cultural disruption and worse, litigation. Put simply, you should update your employee handbook every time something within your workplace changes. Companies should review their employee manual annually at the very least to ensure it is reflective of society's unavoidable changes. Every year, businesses should schedule a time to sit down and consider how your jurisdiction and industry has changed in the past year to determine if your policies are still current, how they can be updated and what policies need to be added. Items can change for an overwhelming amount of reasons. Some common instances that could lead to a necessary update in your employee handbook include: Laws change Technological advances Expansion of your business Company changes Personnel changes Beyond the importance of protecting your company from litigation, your handbook says a lot about the culture and expectations of your business, for new and old employees alike. Keeping your employee handbook up to date is critical to the well-being of your company. Browse all of our employee handbook templates. Employee Handbook Examples Ready to get started creating your employee handbook? 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Of course if you have brand fonts it is important to use them. Using consistent fonts across your brand is one of the easiest ways to create professional looking designs. Learn more about picking and using brand fonts Be concise when creating an employee handbook USE THIS EMPLOYEE HANDBOOK TEMPLATE Your employee handbook is likely one of the longest documents you'll create and whilst it's important to include a lot of information, it's also important to make sure you don't waffle on. Keep your paragraphs short and concise, use simple language, and write in plain English. In this employee handbook example the paragraphs are brief and written simply, so that everybody can understand the information being shared. Keep your employees in mind whilst writing your employee handbook Source There is a lot of information that employees need to know when starting a new company. Where to sit, what happens at lunch, illness and vacation policies. 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