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# Employee appreciation poster template

Policy brief & purpose Our company's accessibility policy outlines our provisions for people with disabilities. We want to make our premises, services, products and equipment available to all people respecting their individual needs, dignity, independence and equal opportunity. Scope This policy applies to all prospective or current employees of the company, as well as contractors and visitors, who possess a disability of any kind that restricts them in various ways. Policy elements We have taken actions to ensure that people with disabilities will be able to move about safely and easily and make full use of our facilities. Disabilities that this policy refers to include but are not limited to: Conditions that require the use of wheelchair or other movement support device or mechanism Physical impairments that obstruct everyday activities (e.g. opening doors, walking up the stairs, reading signs etc.) Visual, hearing, speech or mental impediment Conditions that require assistance or constant medical care. Other conditions are subject to company's judgement and will be considered individually. We have several provisions for people with disabilities. We have: [Implemented accessible formats in our everyday communication (e.g. screen reader friendly website.)] [Placed ramps at specific spots to facilitate the movements of wheelchairs.] [Reserved parking spots for people with disabilities.] We allow assistive devices, service animals and support persons to be in our company's premises for as long as their services are needed. In areas where animals are prohibited either by law or because of company policy (e.g. in laboratories), we will have a sign and receptionists or other employees are obliged to inform people with disabilities. We encourage anyone who encounters any problems, malfunctions or deficiencies to report them to their immediate supervisor or HR. Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy. Further reading You could send this email to your new hire after they've accepted your job offer. Your goal is to make your new employee feel at ease and come prepared on their first day. Make sure you include practical details, like start date and time of arrival. You can attach employment paperwork, benefits plan and/or company policies to give them a heads-up. You should also ask them to send over (or bring with them) anything you need to complete their hiring process (e.g. their bank account details, passport or other official paperwork.) This new hire welcome email sends the message that you're organized and interested in making your new employee feel welcome. Is your company growing? Workable is the leading ATS for ambitious companies. Sign up for our 15-day free trial and start hiring better people, faster. Welcoming a new employee email template Email subject line: Welcome to [Company name] Dear [Employee's name], We are all really excited to welcome you to our team! As agreed, your start date is [date.] We expect you to be in our offices by [time] and our dress code is [casual/ business casual.] [If necessary, remind your employee that they need to bring their ID/ paperwork.] At [Company name], we care about giving our employees everything they need to perform their best. As you will soon see, we have prepared your workstation with all necessary equipment. Our team will help you setup your computer, software and online accounts on your first day. [Plus, if applicable, mention any extra things you've prepared for your new hire, like a parking spot, a coffee mug with their name or a company t-shirt.] We've planned your first days to help you settle in properly. You can find more details in the enclosed agenda. As you will see, you'll have plenty of time to read and complete your employment paperwork (HR will be there to help you during this process!) You will also meet with your hiring manager to discuss your first steps. For your first week, we have also planned a few training sessions to give you a better understanding of our company and operations. Our team is excited to meet you and look forward to introducing themselves to you during [planned event/ lunchtime]. If you have any questions prior to your arrival, please feel free to email or call me and I'll be more than happy to help you. We are looking forward to working with you and seeing you achieve great things! Best regards, [Your name] [Your signature] More onboarding resources: Policy brief & purpose Our employee promotion policy presents our guidelines for advancing and promoting employees from within our company. We want to invest in our employees and reward those who perform well. This policy includes the process that managers must follow when promoting employees. We will communicate this policy to all employees to avoid confusion about who should be promoted and when. Scope This policy applies to all employees who qualify for promotion. Employees may be promoted only after their [three-month] onboarding period ends and if they are not under a performance improvement plan. "Promotion" may be a move to a position of higher rank, responsibility and salary. Often, employees may advance to positions that don't come with higher managerial authority. Instead, these advancements may be a career or role change that helps employees develop and grow. Employees may be promoted within the same or another department or branch. Policy elements We will promote employees based on their performance and workplace conduct. Acceptable criteria for promotion are: Experience in the job or tenure. High performance level in [two] recent review cycles. Skillset that matches the minimum requirements of the new role. Personal motivation and willingness for a change in responsibilities. These criteria reflect the bigger picture of an employee's work. Managers should avoid making decisions for promotion based on recent or insignificant events. They should keep logs with important incidents that they might want to consider when it's time to promote one of their team members. In accordance with our company policies, we will not tolerate promotions that are based on: To avoid such incidents, managers must keep good records of their promotion evaluation process. When can managers consider employees for promotion? Promotions may occur when: A job opening is advertised internally as well as externally. A position opens unexpectedly and our company wants to fill it from within. An employee has consistently good performance evaluations and their manager deems them ready for the next step in their career. An employee acquires a credential (licensure, degree etc.) that allows them to advance (e.g. a Licensed Practical Nurse becoming a Registered Nurse.) Also, our company has an updated career plan that indicates each employee's possible career path. Managers should take this plan into account when deeming to promote or advance their team members. Process for standard promotions Our company will establish a promotion review process every [end of year.] During this process, managers may consider selecting employees to move to a higher-level position, or a position that better matches their skills and aspirations. Spontaneous promotions may also occur if a business need arises. Managers should follow this process: Meet with employees to talk about their career goals and/or aspirations for a promotion. Managers should create career plans for their team members. Identify opportunities to promote one or more team members, if applicable (by either filling vacancies creating new jobs or enhancing job titles.) Discuss the promotion with [HR/ direct supervisor/ department head] to receive approval. Managers should also ask HR about the new position's salary range and any new benefits they should present to their team member. Arrange a meeting with the employee to determine whether they'd be happy with this career move. Managers must keep detailed records of the process to support their decisions to promote employees. These records may also come in handy if other employees find the decision unfair or sue the company. Internal job posting We encourage hiring managers to post job openings internally. Hiring teams may post the job internally for a period of time before they post externally or post at both places at the same time. Internal candidates may be given priority in the hiring process since they're already familiar with our culture and expectations. Job postings should mention if the promotion involves relocation. Discrimination against protected characteristics is prohibited both for internal and external hiring decisions. Managers who post job openings internally should: Consider all applications equally, based on their predetermined requirements. Determine whether an internal candidate has the skills to perform the job. Examine recent performance evaluations of internal candidates. Interview qualified internal candidates if necessary. Inform candidates whether they were selected for promotion. After the employee has accepted the job, hiring managers should inform HR and the employee's current supervisor, if appropriate. Keep records of the application review process and note the criteria with which they rejected/hired an internal candidate. Career development outside of promotion Managers may often choose to expand employees' duties, authority and autonomy without promoting them directly. For example, a salesperson may become a team leader and a junior coder may begin participating in engineering operations. These changes may not always come with a formal title change. Employees may be awarded a higher salary, bonuses or stock options. The new benefits depend on the position and are at the immediate supervisor's discretion. Managers should keep an updated promotion plan in their team members' file and discuss future career moves during performance reviews. Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy. Further reading The Effects of Merit-Based Promotion Vs. Seniority

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