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Staff manual

MeraDoku AB

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| **Established by** |  | David Davidsson, 31/05/2024 |
| **Approved by** |  | Martina Martinsson, 10/6/2024 |
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# Instruction

DokuMera’s Staff Manual template is for those who are to draw up a Staff Manual, but it can also be used as an inspiration when updating an existing Staff Manual. The template contains information, instructions, sample texts and references to current documents contained in the DokuMera document database.

The information is written in italics just as in this section and is for those who are drawing up the Staff Manual. These paragraphs can be advantageously removed from the final version of the Staff Manual. You can also incorporate the information into your own texts.

The instructions provide support and guidance on what each section should contain.

The sample texts are just examples and should be adapted to suit your company. These are usually written in red text.

The documents referred to can be used either in their entirety as appendices or incorporated as regular text into the Staff manual. Or, also use the documents as inspiration for your own texts. There are also references to documents that are not to be incorporated into the staff manual but are linked to specific sections such as employment agreements.

1. Our business
   1. Presentation of the business

Describe the business.

Click here to enter text.

* 1. Organisation

In this section you describe the appearance of your organisation. Please use illustrations and sketches to clarify the work organisation (see examples below.)

Describe the company's organisation and the various positions within the company. Enter and describe the different business functions that your organisation consists of and how they are structured.

Describe the values and norms that characterise the organisation.

Click here to enter text.

* 1. Management

Describe which persons are members of the management team.

Click here to enter text.

* 1. Business concept

Here you write your company's business concept.

Click here to enter text.

* 1. Vision

Describe the company's vision.

Click here to enter text.

* 1. Objectives

Specify what target the company is working towards.

Click here to enter text.

* 1. Leadership view

Describe the company's approach and core values of leadership behaviour that is exercised, with the intention of influencing employee performance, development, thinking, attitudes and behaviour.

Click here to enter text.

* 1. Employee view

Describe and develop the core values the company is based on regarding the employee view.

Click here to enter text.

* 1. Competitive means

What advantages does your company have against competitors in the market? Which goods or services are your strongest product? Give an overview of this to communicate to employees what the company is good at.

Describe the marketing mix, i.e. the competitive means used by the company in marketing. A common starting point is the 5P model (formerly 4P) i.e.:

* *Product*
* *Prices*
* *Place – distribution paths ad sales channels such as agent, retailers, wholesalers, Internet and sales force*
* *Power – communication of the benefits of the product or service in order to create a positive buying decision, such as advertising, PR, advertising (print and digital), Internet presence, SP and direct marketing*
* *Personnel - the company staff can have a positive impact on the buying decision*

Click here to enter text.

In this section, you can benefit from DokuMera’s Competitor analysis competitive resources (623), Products and prices (1362) and Product-, marketing matrix (1177) templates.

* 1. Contact persons at the company

Under this heading, the persons that employees can contact with questions are documented. Specify which person is responsible for what. If there is more than one person who has responsibility for personnel and/or work, it is good to have a clear description of who is responsible for what and who has the right to take decisions on different issues.

|  |  |  |  |
| --- | --- | --- | --- |
| Area of responsibility | Manager responsible | Telephone number | E-mail address |
| Financial affairs | Anna Andersson | 011-11 11 11 | anna@meradoku.se |
| Salary issues | David Davidsson | 011-11 11 22 | david@meradoku.se |
| Human resources issues | Erik Eriksson | 011-11 11 33 | erik@meradoku.se |
| Safety officer | Martina Martinsson | 011-11 11 44 | martina@meradoku.se |

* 1. Union work

Inform the employees if you are affiliated with a collective agreement and if so, which.

Click here to enter text.

* + 1. Union Trustee

Carl Carlsson – Trade union

* + 1. Union cooperation

The purpose of union cooperation is to increase the influence and participation in the business by providing employees with good opportunities for information and influence. The goal is to maintain a continuous positive development of the individual, the workplace and the business.

Describe the process within the trade unions.

Click here to enter text.

* + 1. Trade union negotiations

The general right of negotiation can be found in section 10 of the MBL (Co-determination Act) and means that trade unions, employers' organisations and employers have a right (but also an obligation) to negotiate with each other. The right to negotiate is binding and therefore cannot be negotiated in employment agreements or collective agreements.

Describe the process of trade union negotiations.

Click here to enter text.

* 1. Whisteblowing

Employers who at the beginning of the calendar year have more than 50 employees are, among other things, obliged to establish internal reporting channels and procedures for reporting and following up on misconduct in a work-related context (whistleblowing).

Here you can explain the company's routines, guidelines and procedures for whistleblowing.

Click here to enter text.

1. Communication

Most companies have a communication need, both to inform employees about events within the company and to inform customers, stakeholders and the public.

A communication policy determines how to best communicate information about the company and its services or products. Formulate a communication policy for the company.

Also establish a policy for the use of social media. A social media policy describes the company's approach to social media and draws up guidelines for how employees should handle them. This creates clarity in terms of the company's vision and allows employees to adapt their behaviour accordingly.

The purpose of a clear policy such as this is to protect the company's trademarks, sensitive information, employee privacy and copyrighted material.

Click here to enter text.

Under this section you can benefit from DokuMera’s Communication policy and Policy social media templates.

1. Employment

Under this item you describe what applies when hiring new staff.

Click here to enter text.

* 1. Recruitment process

Each company should have guidelines and support for the implementation of good recruitment work. A recruitment is a process so decide and describe how that work is done in the company. Establish a recruitment policy and follow the checklist during the recruitment process. Keep in mind that you also need to inform applicants of how their personal information is handled.

Click here to enter text.

Under this section you can benefit from the help from DokuMera’s Checklist recruitment, Recruitment policy, Recruitment budget, Time requirement for recruitment, Checklist requirements profile, Requirements profile, Job advertisement script, Job interview questions, Quick reference sensitive interview questions, Candidate list, Candidate assessment and Reference questions templates. You can also use DokuMera’s templates for personal data management and recruitment.

* 1. Employment terms

The Employer is obliged to inform new employees in writing about the conditions that apply to their employment. This is usually done through the written agreement of employment. Describe who within the company is responsible for doing so.

For example, the HR manager is responsible for producing a written employment agreement that is sent to the new employee for signature before the employment commenced. When the agreement is signed, it is sent back to the HR manager.

Any changes to the terms of employment shall be made as a written addendum to the employment agreement and confirmed by qualified personnel.

If the company is bound by a collective agreement, it is very important to design the individual employment agreement so that the conditions do not conflict with the rules of the collective agreement.

Please use DokuMera’s Checklist for employment agreements template for the design of employment agreements.

* 1. Forms of Employment
     1. Probationary employment

This describes how the company applies probationary employment.

For example, within MeraDoku AB, permanent employment must be preceded by a probationary employment. Probationary employment may not last more than 6 months by law. If MeraDoku AB wishes to cancel a probationary employment, the probationer shall be informed at least two weeks in advance.

Please use DokuMera’s template for Employment agreement probationary employment in the design of employment agreements.

* + 1. Permanent employment

Describe what applies in the case of permanent employment.

For example, unless otherwise agreed, permanent employment applies. Permanent employment means that the employment runs indefinitely (also called continuous employment).

Please use DokuMera’s template for Employment agreement permanent employment or Employment agreement permanent employment English when designing the employment agreement.

* + 1. Special fixed-term employment

Please describe the rules that apply to fixed-term employment.

For example, fixed-term employment is a temporary agreement that ends when the agreed period has ended. The employment can only be cancelled prematurely if the parties i.e. (MeraDoku AB and the employee) agree that this should be done. Fixed-term employment for a period of more than 12 months over a five-year term is automatically transferred to permanent employment. The same applies if the employee has had temporary employment with the employer in the form of general fixed-term, temporary or seasonal work and the employments followed on from each other. One employment is deemed to have followed on from another if it has been entered into within six months of the final day of the previous employment.

Please use DokuMera’s templates for Employment agreements special fixed-term employment.

* + 1. Seasonal employment

Describe what applies for seasonal employment if the company applies this.

For example, seasonal employment ceases, unless otherwise agreed, when the season is over. If a seasonal employee has been employed for more than 6 months in the last two years, he has a preferential right to a new seasonal employment. If an employee cannot have continued employment, the employer must notify the employee at least one month before the end of the season.

Please use DokuMera’s template for Employment agreement seasonal work for the design of employment agreements.

* 1. Professional confidentiality and copyright
     1. The employee's duty of confidentiality

Most companies have information that would cause great damage if it were leaked to competitors. Describe what applies in the company regarding the employee and confidentiality.

For example, as an employee you have a duty of loyalty to your employer, which means that you must not cause harm to the employer. The duty of loyalty includes, among other things, a duty of confidentiality.

The duty of loyalty normally ceases when the employment is terminated, but it is possible to agree that the loyalty obligation will continue to apply after the employment has ended.

* + 1. Copyright

The basic rule in the field of copyright is that any works created by the employee in the course of employment can only be transferred to the employer if it is specifically agreed in a collective agreement or employment agreement.

What is your position as an employer regarding ownership of your products? How should employees react to this? What is your view of work on the side that the employee may possibly carry out? Describe this to the employee in a clear manner so that no misunderstandings arise.

Click here to enter text.

Please use DokuMera’s templates for Employment Agreement Appendix Confidentiality or Employment Agreement Appendix Competition for the design of employment agreements.

* 1. Induction of new employees

Employers are responsible for ensuring that employees have good knowledge of how the work should be conducted. The induction is so that the employee feels welcome in the workplace but also that he/she should be gradually introduced into the work tasks.

It is important to plan and know what is needed to introduce a new employee into the company in the best possible way.

* *Review the procedures that apply to your company and how you should conduct a good induction.*
* *Make a suggestion of what an induction program should look like for a new employee who starts in the company.*
* *Create a ready-made checklist for the induction.*
* *Appoint a person to be responsible for the induction.*

For example, at MeraDoku AB we regard a well implemented induction of new employees as an important investment. The HR Manager is responsible for ensuring that the induction is carried out and develops the induction program together with the manager responsible. The induction will be divided into different phases and will begin before the new employee enters service by the HR manager sending a welcome letter with information about the time, place and who will receive the employee on the first day. The HR manager has the main responsibility for the induction, but everyone has a responsibility to make new employees feel welcome in the workplace.

In this section, you can use DokuMera’s Checklist Induction of new employees, Welcome letter for new employees, Induction program for employees, Employee information for new employees and Delivery receipt submission general templates.

* 1. Processing of personal data

As an employer, you are responsible for the personal data you process about the employee. This means that you need to follow the rules in the General Data Protection Regulation (GDPR). This means, among other things, that you have responsibility for information in relation to the employees, i.e. you need to inform them how their personal data is processed within the business.

* *Ensure that there is a legal basis for all personal data processing carried out in respect of the employees*
* *Establish a personal data policy*
* *Educate and inform employees about how to process personal information*
* *Follow the basic principles of all processing of personal data, such as storage minimisation, etc.*
* *Ensure that you have taken appropriate technical and organisational security measures*

In this section, you can take advantage of DokuMera’s rich selection of templates within the data protection regulation. You can read more about the legal basis, what you must inform those registered about and what the basic principles of personal data processing entail. DokuMera also has a personal data policy for employees that you can customise to your own needs and wishes.

1. Termination of employment

A fixed-term employment expires at a pre-determined date. Permanent employment may be terminated either by giving notice, agreement, withdrawal, dismissal or death of the employee.

Termination is when the employer or employee cancels an employment. The employer's right of termination is limited by LAS and must be written and factual. There are two types of redundancies: dismissal due to lack of work and termination due to personal reasons.

* 1. Termination due to lack of work

Describe what applies regarding termination due to a lack of work in your company.

For example, a dismissal due to lack of work shall be made according to the rules of rotation, which means that a person employed for a long period takes precedence over those with shorter periods of employment (last in first out).

Please note that there are some exceptions to this rule and it may also be overridden in collective agreements.

Under this section you can benefit from DokuMera’s Checklist for rotation order list, Checklist termination due to lack of work, Process description for lack of work, Checklist for termination calls and Checklist termination talks templates.

* 1. Dismissal

Describe what could be the basis for dismissal.

For example, an employee who grossly disregards his duties towards the employer is at risk of being dismissed. This means that the employee is immediately removed from his/her employment or duty.

Reasons for dismissal may be theft or assault.

The dismissal of an employee must be preceded by a warning or reminder, which is issued by the immediate manager. The first action is a verbal warning. It then takes place in writing.

A warning is not a punishment according to LAS, but only a reminder to the employee of his/her obligations under the agreement of employment and that the risk of dismissal exists if the employee does not improve her/himself.

Under this section, you can use DokuMera’s Checklist for dismissal, with collective bargaining, Checklist for dismissal, without collective bargaining, Checklist termination of employment due to personal circumstances MKA and Checklist termination of employment due to Personal conditions UKA templates.

* 1. Termination on request

Describe what applies when an employee wishes to terminate his/her employment. What are the procedures regarding termination? To whom should the notice of termination be given? How long is the period of notice?

For example, an employee has the right to terminate his/her employment at any time. The termination is binding and notice must be given in writing at least one month before the agreement is terminated. An employee does not have to give a reason for why she/he chooses to terminate his/her employment.

The notice of termination is given to the line manager or HR manager and is effective from the date the notice of termination is submitted.

Use DokuMera’s template for Termination – employee’s own.

* 1. Agreement

Explain what rules apply to an agreement for termination of employment.

For example, an employment may be terminated by agreement between MeraDoku AB and the employee. In order for such an agreement to be valid, the agreement must be voluntary on the part of the employee.

Under this section you can use DokuMera’s Checklist for voluntary agreement template.

* 1. Withdrawal

Describe what applies for withdrawal.

For example, if the employer does not fulfil its obligation to you as an employee, e.g. does not pay out salary, you may be entitled to leave your service immediately, without notice.

* 1. Retirement

Describe the company's procedures regarding termination of employment when an employee retires.

* 1. Certificates and references

Describe who is responsible for issuing service certificates and employer references when an employee terminates his/her employment.

For example, when an employee terminates his/her employment at MeraDoku AB or moves to another job within the company, the line manager shall issue a certificate of service or a service reference. A certificate, unlike a reference, is merely a confirmation that the employee has been employed by the company and contains no valuations of the labour input. The certificate or reference shall be given to the employee at the latest on the last day of employment.

Use DokuMera’s Certificate of service, Certificate of service-English, Employer’s reference -neutral tone, Employer’s reference - weak recommendation and Employer’s reference - strong recommendation when designing a Certificate of service or Employer’s reference templates.

* 1. Closing interview

Regardless of why an employee ends employment with the company, it is in the company's interest to get as much feedback as possible from the employee about their time in the company. This is obtained by holding a closing interview or exit conversation as it is also called. The purpose of the closing interview is that the company should be able to develop and become even better.

Keep in mind that satisfied employees are important ambassadors for the company, even when they have moved on to another job. A well-executed departure dialogue can make a difference.

Describe who is responsible for the closing interview and when it should be held.

For example, the HR manager is responsible for closing interviews are carried out either by HR manager her/himself or by the employee's immediate manager. The departure interview shall be held no later than the last day of employment.

Use DokuMera’s template for Dialogue document closing interview (termination at own request) when you hold a closing interview.

* 1. Death

When an employee passes away the employment is terminated naturally. The employer must pay outstanding salary, holiday compensation etc. to the estate and personal possessions must be given to the relatives.)

Describe the company's practice regarding termination of employment when an employee dies. Has the company taken out any insurance such as life insurance, etc.

For example, in cases where an employee dies, the line manager is responsible for all contact with the deceased's estate and any relatives.

MeraDoku AB has taken out life insurance with MeraFörsäkring on behalf of all employees. All employees are able to choose to whom such life insurance should be paid in the event of death. Contact the HR Manager for more information about how this choice is made.

1. Working hours

In this section the rules on the working hours applied by the company are gathered. It also provides useful work schedules that specify working hours and how they are scheduled.

* 1. Normal working hours

How are the working times scheduled? Describe the working hours that apply to all employees.

For example, full-time employment corresponds to a working week of 40 hrs. The regular working hours in the office are between 08.00 and 17.00. Breaks amounting to a total of one hour should be taken during the day. Lunch break is taken some time between 11.30 and 13.30.

* 1. Flexible working hours

Does the company apply flexible hours? If so, how is it applied?

For example, working time is flexible in that the working day may start between 06.30 and 09.00 and ends between 15.30 and 18.00. The absolute number of plus/minus hours must never exceed 20 hours. Plus hours must only be taken out during flexible working time, that is before 09.00 and after 15.30. Flex must not be used during lunch.

Monthly flex is applied, which means that the flex amount that exceeds +/- 20 hours at the end of the month is reset to zero. Excessive minus hours at the end of the month are registered as absence and are led to deductions from wages. Excessive plus hours at the end of the month are lost without recompense.

* 1. Public holidays

The Public holidays heading describes which public holidays the company recognises and how employees should dispose of any “squeeze” days (days between a holiday and weekend).

For example, Midsummer Eve, Christmas Eve and New Year's Eve are non-working days as well as the other public holidays. A day before a public holiday is treated as a half day with a working time of 4 hrs. MeraDoku AB's working time schedule includes the days that are working days and the days that are wholly or partly off.

Use DokuMera’s Working time schedule and Staffing schedule 4 weeks to plan your business templates.

* 1. Time worked
     1. Overtime

Overtime is working time in excess of regular working hours. Describe what applies for overtime in the company. Are there collective agreements? Is there a possibility to waive the overtime payment? Is there a difference between overtime and qualified overtime? When can overtime be charged and to what extent?

Click here to enter text.

* + 1. Additional hours

Additional hours are such time that is worked in addition to part-time employment. Describe the rules that apply for additional hours in the company. Who decides when additional hours may be charged? To what extent can it be charged? On what occasions?

Click here to enter text.

* 1. Inconvenient working hours

Inconvenient working hours are regular working hours, on evenings, nights and weekends. Rules on inconvenient working hours are not regulated by law, but rather in collective agreements or employment agreements.

In this section you describe the rules and allowances that apply to inconvenient working hours in the company, if this occurs.

Click here to enter text.

* 1. Timesheets

A timesheet is a basis for salary payments. Describe in this section how reporting occurs within the company; which tool is used, when the timesheet should be submitted and to whom.

For example, before going home every day, you must present your working hours in the current time accounting program. Those times when you are out of the office at the end of the day, you must instead enter the time the next business day that you are in the office.

The previous month's timesheet is submitted to the line manager for certification at the latest on the first working day of each month.

Use one of DokuMera’s timesheets (for example, Time report 00 all months) for time reporting.

* 1. Certification instructions

Certification is to certify the correctness of a document in writing. Many companies have a procedure that all invoices should be certified (approved) before they are paid. Design a certification instruction that describes the procedures that apply to certification within the company.

Click here to enter text.

Use DokuMera’s Checklist, certification procedures Certification instruction and Signature samples when designing your company's certification procedures templates.

* 1. Teleworking

It is becoming increasingly common for some or all personnel to be allowed to work remotely. In this section, you'll describe what applies to remote work in your company. When can it be done? To what extent? Are there any special times when everyone should be in the office to attend meetings for example?

For example, teleworking is permitted to the extent possible with respect to the employee's duties. The organisation of teleworking is done in consultation with the line manager.

1. Absences and leave
   1. Sick leave

Describe the rules applicable to sick leave. Who should be notified of illness? Is a sick note required?

For example, when an employee is ill, the employer pays sick pay for the first 14 days. Sick pay for days 1-14 is 80% of the salary.

In the event of illness lasting longer than 14 days, the employer notifies the Swedish Social Insurance Agency (Försäkringskassan), which pays sickness benefit if the employee is entitled to it. It is not the illness itself that gives entitlement to sickness benefit but the employee's ability to work.

Notification of sickness must be made on the first day by telephone to the HR manager or line manager.

* 1. Temporary care of children (VAB)

Describe what applies for care for a sick child.

For example, employees of MeraDoku AB have the right to leave for temporary care of children. Compensation for the care of a sick child is paid by the Swedish Social Insurance Agency (Försäkringskassan) for a maximum of 120 days per year and child until the child reaches the age of 12. Notification of VAB is made to the line manager or HR manager during the first day of illness.

* 1. Caring for relatives

This paragraph describes the rules applicable to the care of relatives.

For example, an employee may be entitled to leave from work for the care of a severely ill close relative. This applies during the period when the Swedish social insurance Agency (Försäkringskassan) pays out compensation (however, max. 100 days). The line manager shall be notified as soon as possible of the extent of leave (as far as possible). The employee is not entitled to a salary during the leave, which, on the other hand, counts towards holiday pay for 45 days.

It is not permissible to terminate the employment of an employee because she/he wishes to exercise his/her right to leave when caring for a loved one. It is also not permissible to impair the working conditions of the employee.

* 1. Holiday

Establish a holiday policy for the company. Describe what applies when holiday is taken. When it may be taken. How long in advance the application should be made etc.

For example, all employees of MeraDoku AB are entitled to 4 weeks of continuous holiday during the summer months (July to August). The scheduling of holidays, however, takes the business into account and it is therefore not certain that everyone will be granted holiday for the particular weeks they wish.

Holidays are primarily taken in the months of June-August. The manager responsible shall inform the employees about the holiday planning for the main holiday period by 31/4/2024 at the latest.

Leave year is the year in which the earned holiday is taken and covers the period from 1 April to 31 March. The year before, the earning year, is when the paid holiday is earned.

In this section you can use DokuMera’s holiday policy and vacation planning templates.

* + 1. Advance Holiday

Some companies apply advance holidays. This means that the employee may take paid holiday days during the first earning year. If the employment lasts for less than 5 years, the employer may be entitled to deduct from the paid salary and/or holiday allowance. However, this requires a written agreement and only applies if the employee’s employment is terminated for personal reasons or if he/she chooses to terminate his/her employment.

Describe what applies if the company applies advance holiday.

For example, MeraDoku AB applies advance holidays for new employees who have not earned paid leave. By taking out advance holidays, the employee has a debt to the company which is written off after the employment has lasted for five years. However, if the employee were to give notice or terminate employment because of personal reasons before being employed for five years, MeraDoku AB is entitled to a repayment of the debt.

Use DokuMera’s Consent to settle the advance holiday when applying the advance holiday template.

* 1. Parental leave

In this section you describe what applies during parental leave.

For example, when a child is born, parents have the right to maternity/paternity leave of up to 1½ years. The mother is also entitled to parental leave before birth. Parents also have the right to reduce their working hours to 75% of the normal amount until the child reaches the age of 8 years. The application for parental leave must be submitted to the line manager at least 2 months before the leave begins.

New dads are entitled to 10 “Dad days” (20 days at birth of twins) that may be taken until the 60th day after the child's birth (also applies to adoption).

In order to be entitled to parental leave, you must actually take care of the child during the leave and be the parent of the child. Considered as parents:

* biological parents
* adoptive parents
* foster parents
* someone who, without being a parent, is a legal guardian and has care of a child in order to adopt it, with the consent of the Social Welfare Board
* someone who is cohabiting with the child's parent under marital conditions
* someone who is or has been married to the parent or has or has had joint children with the parent – to whom temporary parental allowance has been transferred or who is otherwise entitled to temporary parental allowance.

Use DokuMera’s Confirmation of full parental leave and Confirmation of parental leave (shortened working hours) to confirm parental leave templates.

* 1. Leave

Leave is a short period of absence with salary deduction. This section describes whether employees are entitled to leave, i.e. paid leave and which rules apply, for example:

* *own wedding*
* *emergency medical appointments and dentist visits*
* *acute illness or accident at close relative*
* *death of a close relatives*
* *funeral*
  1. Military service

Describe what applies if an employee is to do military service.

For example, employees are entitled to leave for military service or training, regardless of the length of time of employment in the company.

The line manager must be notified as soon as possible when the military service or training is due to begin and how long it is expected to last.

The line manager must also be notified at least two weeks before the return to work if the military service has lasted for more than three months.

The employer is not obliged to pay wages during the period of military service. On the other hand, the leave earns holiday pay for employees aged 22 or over, if the absence does not exceed 60 days.

Military service shall not be the basis for termination of employment or dismissal by the employer.

* 1. Leave for studies

In this section describe what applies when an employee wishes to take leave for studies.

For example, a person who at the beginning of leave has been employed in the company for the last six months or for a total of at least 12 months during the last two years is entitled to leave for studies (the requirements do not apply to union training). The education need not be intended to be useful to the employer, however, the education shall aim to convey some form of knowledge and be systematically scheduled in order to be subject to the Study leave law. The employee is not entitled to pay during the leave.

Notify the line manager at least two weeks before the return to work post-leave. For a period of leave of more than one year, the notice of return to work is at least 1 month.

* 1. Other leave

In addition to the different legal regulations governing the right to different types of leave, there may be requests and needs for other leave. Describe here what applies in your company, for example, if you want to be free to try another job with another employer.

Click here to enter text.

* 1. Leave, notification

Here you can describe how to make a request for leave.

For example, to the extent that the leave is granted, the activity is taken into account. When applying for leave, the document "Leave request" is used and submitted to the line manager completed. The application for leave shall be made in good time before the desired leave.

In this section, you can benefit from using DokuMera’s Leave policy and indicate that the DokuMera template Leave request should be used when applying for leave templates.

1. Salaries and benefits
   1. Salary payment

This section describes what applies to salary payments.

For example, salaries are paid on the 25th of each month to the bank account specified by the employee. If the 25th falls on a Saturday, Sunday or other holiday, the salary is paid the nearest working day before the 25th.

* 1. Salary setting

Formulate the company's view and stance on how salary setting should work in the company in a Payroll policy. Describe what is to be evaluated when setting a salary, such as work tasks, goals and results. Also develop and describe the criteria that are important to the company when you set and revise salaries. All employees should know why they have the salary they have and what they can do to raise it.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Salary policy, Checklist Payroll survey, Check list salary setting, and Employee and pay criteria templates.

* 1. Salary discussions and salary audit

Many companies have annual salary audits (regulated by collective agreements where available). Describe how often and when salary audits should take place, who is responsible for salary discussions and the procedures for how a salary discussion is to be conducted.

For example, salary audits take place in April each year. All employees are entitled to annual salary discussions, to be held at some point in the period from January to March. It is the responsibility of the wage-setting managers to convene the salary discussion.

In this section, you can benefit from using DokuMera’s Checklist for salary discussion, Invitation to salary discussion, Salary discussion documentation, Documentation for salary audit, and Check list salary policy templates.

* 1. Salary benefits

Many companies offer their employees some kind of salary benefit such as luncheon vouchers, health care or a company car. Make a list of the benefits offered to employees. Keep in mind that many benefits are liable for preferential taxation for employees. Also establish the required policies for salary benefits.

|  |
| --- |
| Salary benefits |
| Luncheon vouchers |
| Company car |
|  |
|  |
|  |

In this section, you can benefit from using DokuMera’s Work car policy and Company car policy templates.

* 1. Bonus and Profit Sharing

State the rules for the different types of bonus and profit-sharing systems that may exist within your company.

Click here to enter text.

You can use DokuMera’s Commission calculation to calculate commission template.

* 1. Insurance

Describe the statutory and any agreement regulated insurance conditions applicable to the company's employees. Pension benefits consist of a statutory pension in various forms such as old-age pension, and disability pension, and partly by agreement regulated supplementary pension.

Click here to enter text.

* 1. Celebrations

A celebration policy sets out guidelines for what applies to gifts to employees and partners for special celebrations. Adopting a written policy in this area can prevent a number of problems, such as liability to taxation, and helps to keep these costs down. Establish a celebration policy for the company.

Click here to enter text.

In this section you can use DokuMera’s Celebration policy template.

* 1. Bribery and corruption

Bribery and corruption is forbidden by Swedish law and is regulated in the Criminal code 17 chap. 7 § and in 20 chap. 2 §.

Establish a Policy against bribery and corruption in your company. The policy is aimed at informing all personnel working within the company about what laws and regulations apply to bribery and corruption, and what the penalty may be for those who violate these laws and regulations.

Click here to enter text.

In this section you can use DokuMera’s Checklist bribery corruption as well as the Anti bribery and anti-corruption Policy templates.

1. Working environment

The Employer has the main responsibility for taking the necessary measures to maintain a good working environment. However, the individual employee also has a responsibility to comply with the rules and regulations that exist, such as the use of prescribed protective equipment.

The Working Environment Act regulates the occupational safety and health of a company and is maintained by the Swedish Work Environment Inspectorate (AI) and the Swedish Work Environment Authority (AV).

The employer is required to:

* *conduct systematic work environment work.*
* *state what targets the company has in terms of the working environment.*
* *Identify and assess risks in the working environment and ensure that employees have the right knowledge and skills to prevent damage.*
* *Rectify the identified risks and draw up an action plan for the risks that cannot be rectified immediately.*
* *Comply with the Swedish Work Environment Agency's injunctions and bans.)*
* *A working environment policy is a blueprint for the health and safety in the workplace and must be established in writing by every company with at least ten employees. Establish a work environment policy for the company.*
* *The company's work environment includes the physical as well as the psychological i.e. what the staff are experiencing. Conduct a staff survey using DokuMera’s Staff survey to find out how employees perceive their work environment.*

Click here to enter text.

At DokuMera you will find several templates in the field of health and safety that can greatly benefit the company's work environment. For example: Work environment policy, Checklist systematic work environment work, Occupational injury notification, Risk assessment and action plan work environment, Delegation action work environment department, Delegation action work environment business and Staff survey.

* 1. Safety officer

By law, all work places with at least five employees must have a local safety officer. It is the task of the employees to appoint safety officers if there is no trade union organisation in the workplace.

The purpose of a safety officer is to represent employees in occupational health and safety issues and to work for a satisfactory working environment. A safety representative must be present at each workplace where at least five employees work regularly. If there are more than 50 employees in one workplace, a safety committee must be set up. This committee shall be composed of representatives of both the employer and the employees.

The safety officer's main tasks are to inspect the work carried out at a workplace. According to the Work Environment Act, the representative has the right to stop work in a workplace if:

* there is an immediate and serious danger to employees' lives or health or
* if called from a safety point of view.

In addition, the safety officer has the right to stop solitary work, if the work involves an imminent danger to the person working alone. The safety officer also has the right to stop work if it is carried out in contravention of official decisions.)

With a safety officer policy, you can describe the division of responsibilities as well as create guidelines for how safety officers operate within the company with obligations and rights. Establish a safety officer policy for the company.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Safety officer policy, Checklist Safety officer and Protocol safety tour physical work environment templates.

* 1. Safety issues

Describe the procedure for safety issues.

For example, as an employee you are primarily directed to your line manager or safety officer when it comes to suggestions or feedback regarding safety at work. For complex issues, the Work environment authority can be engaged.

* 1. Ergonomic aids

Describe what applies for obtaining ergonomic aids.

For example, to avoid work injuries, it is important that all employees have ergonomically designed workplaces. Contact the HR manager when ergonomic aids are needed.

In this section, you can benefit from using DokuMera’s Checklist display work template.

* 1. Gender equality and diversity

A diverse organisation has the ability to see, evaluate and accept the differences in employees and customers in order to realise the organisation's goals. Both the Equality Act and the discrimination laws require employers to combat discrimination of different kinds in the workplace and to work for diversity in the company.

All companies with at least 10 employees must have an equality plan. The employer's goal for the equality work in the company should be both short and long term, as well as plans for future equality work. Employers and employees must cooperate in the equality work, but the employer has the main responsibility.

Establish an equality policy and a diversity policy for the company.

Click here to enter text.

In this section you can benefit from DokuMera’s Checklist for equality work, Equality policy, Equality plan and Diversity policy templates.

* 1. Discrimination and harassment

An employer shall not discriminate in the workplace on grounds of sex, ethnicity, religion (or other belief), sexual orientation, disability, age and transgender identity (or expression). Unintentional discrimination is also prohibited.

Harassment is a behaviour that is related to any of the seven discrimination grounds and which violates someone's dignity. The employer is obliged to investigate perceived harassment and to take action if there are grounds for it. In addition, the employer is obliged to ensure that the harassment does not continue.

Establish a policy against harassment in order to communicate to employees how to work to prevent harassment within the company.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Policy against harassment template.

1. Appraisals

Describe how often appraisals are to occur, who is responsible for them being held etc.

For example, a performance appraisal, or an appraisal discussion, is an undisturbed conversation between a manager and employee where you can talk about important issues. The appraisal discussion is an important part of business development and a tool for achieving desired goals.

The purpose of a performance appraisal is, among other things, to:

* give the employee the opportunity to influence his/her work situation,
* to highlight his/her requests for work tasks/training,
* review his/her efforts (problems/opportunities for development) and
* create a good relationship between employer/employee.

All employees are entitled to annual performance appraisals. Managers with personnel responsibility are responsible for convening appraisal meetings.

In this section, you can benefit from the help of DokuMera’s Checklist appraisal discussion, Invitation appraisal discussion, Discussion documentation appraisal discussion, Discussion documentation appraisal discussion – simplified, Giving and receiving feedback, Setting goals, Individual action plan, Competence development policy and Competency matrix templates.

1. Business travel
   1. Booking of travel

The travel policy describes who is responsible for booking travel, which means of transport to use in the first place, if there are any exceptional cases, agreements etc. Establish a travel policy for the company.

Click here to enter text.

In this section you can use DokuMera’s Travel policy template.

* 1. Travel and accounting

An expense report is established when an employee has been on a business trip and should include information about the start and end of the journey, the purpose of the trip and the destination. If the employee has spent money himself, it should be reported which expenses for the trip are to be paid by the company and what expenditure is to be considered private. Establish a travel expense policy that clarifies how expenses should be reported internally.

Describe how, when and to whom, travel expenditure should be submitted and when payment for any expenses should be made.

For example, after the end of the business trip, a travel and expense bill shall be drawn up and submitted to the line manager for certification. Payment for expenses are made in connection with regular salary payments. The original receipts for travel expenses must be attached to the travel expense report.

In this section, you can benefit from using DokuMera’s Travel expense policy template and indicate that the DokuMera template for Combined travel expense can be used for establishing of travel expenditure.

* 1. Travel bonuses (hotels, airlines etc.)

Indicate what applies when using travel bonuses earned in the service.

For example, travel time compensation is paid only to those who receive over-/additional time remuneration and whose job description does not include a significant amount of business travel (unless specifically agreed).

* 1. Travel time compensation

Describe what applies to travel time compensation.

For example, travel time compensation is paid only to those who receive over-/additional time remuneration and whose job description does not include a significant amount of business travel (unless specifically agreed).

* 1. Per diem allowances

A per diem allowance is the remuneration paid by the employer to an employee on business travel and is intended to cover the employee's increased cost of living during the business trip. The entitlement to a per diem allowance is governed by collective agreements or employment agreements.

The so-called tax-free allowance is a per diem allowance that is not higher than a certain deductible standard amount. For the employer to be able to pay a tax-free allowance, at least one overnight stay is required. It is also necessary for the employee to travel to a location that is more than 50 kilometres from his/her usual workplace and more than 50 kilometres from his/her residence.

Establish a per diem allowance policy that describes what applies for the per diem allowance.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Per diem allowance policy template and indicate that the DokuMera template for Per diem allowance should be used when establishing a per diem allowance.

* 1. Mileage allowance

Describe what applies for mileage allowance.

For business travel using a private car, mileage is assumed to be SEK X per mile, of which SEK X is taxed as wages while the remainder is tax-free.

For business trips with a company car, mileage is paid at SEK X per mile for a petrol car, SEK X for diesel, SEK X for gas powered and SEK X for cars powered by E85.

Please refer to DokuMera’s Car mileage allowance and Car mileage allowance detailed when establishing Car mileage allowance templates.

* 1. Fuel card

Here you describe what applies when using your company's fuel card.

For example, the company's fuel card may only be used for business travel with the company's own cars. When refuelling, the odometer mileage reading and the number of litres filled must be recorded. The trip meter must be reset.

* 1. Credit card

A credit card policy is used for the credit cards that the company provides to employees. The policy regulates who is to hold the credit card and what expenditure the cards should be used for, for example what expenditure can be made, how these should be accounted for and what is applicable for reimbursement. By adopting a written policy concerning the credit cards, uncertainties can be eliminated, costs kept down, and complications avoided. Establish a credit card policy for the company.

Click here to enter text.

In this section you can use DokuMera’s Credit card policy template.

* 1. International service

Describe here what applies to (possible) international service.

Click here to enter text.

* 1. Representation

Representation is one of the means of establishing and maintaining good relations with external players such as business partners or customers (external representation), as well as within your own organisation (internal representation).

Expenses that may occur in connection with representation may include, for example, food and beverage expenses, hotel rooms, service or theatre tickets. It may also cover expenditure on, for example, maintenance and salaries or for property and fixtures acquired for representation purposes.

Establish a corporate representation policy to ensure that representation is consistent and that it is applied in accordance with the company's objectives and values.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Representation policy template.

1. Security

Make a risk assessment of the company and identify the security risks.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Checklist identification of security risks and Risk assessment company templates.

* 1. Entering and exiting

Describe what applies when entering and exiting the company's premises.

For example, unauthorised persons have no right to be on the premises. Any visitors should wait at reception until they are received by their host.

* 1. IT Security

Establish an IT policy and password policy for the company.

Click here to enter text.

In this section, you can benefit from using DokuMera’s IT policy and Password policy templates.

* 1. Alarm

Describe the company's safety regulations regarding alarm instructions.

For example, the company's premises are protected by alarms. The person who arrives first in the morning is responsible for switching the alarms off and the person leaving last at night is responsible for setting the alarms.

In this section, you can benefit from using DokuMera’s Checklist burglar alarm template.

* 1. Burglary

Describe the procedure when burglary has occurred. What are the procedures? Who is responsible for what?

Click here to enter text.

* 1. Fire

According to the Act (2003:778) on protection against accidents, the owner of a building and who has operations there is ultimately responsible for the fire protection. It is necessary “to maintain adequate equipment for life-saving in the event of fire and otherwise take the necessary measures to prevent fire and to prevent or limit damage caused by fire”.

The company must also conduct systematic fire prevention work in accordance with the laws and regulations. The fire protection policy is established by the company management and may be part of another existing security policy. For certain buildings or operations, such as industrial operations with more than 20 employees and restaurants with room for more than 50 guests, the fire prevention work must be documented and sent to the municipality.

Establish a fire protection policy for the company.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Fire protection policy template. Also use the Checklist systematic fire prevention work and List of fire protection equipment in the company's fire prevention work templates.

* 1. Information security

Good information security is an investment and inexpensive insurance for all companies, regardless of size and business. Based on the business's need for protection, information security work can be continuously improved.

The starting point for all information security work must be the business's need for security protection from probable and unwanted future events. Information security is therefore part of the company's overall risk management and is a success factor for each company.

Create an information security policy to inform employees about how to treat different types of information.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Checklist information security policy, Information security policy simple, Information security policy detailed, Glossary information security and Incident report Information security templates.

1. Environment and quality
   1. Environment

Having a well-developed environmental policy is a constructive way to compete with other companies today. An environmental policy defines the company's basic vision in the area of the environment in a broad sense. It therefore covers the environment in which the organisation operates, the surrounding air, water, land, natural resources, human beings and the interaction between them.

By having a detailed environmental policy, the company shows a serious commitment to the environment and, at the same time, makes it easier for employees to comply with the company's objectives. The environmental policy should also contain guidelines for how environmental thinking within the company should continue to develop.

Establish an environmental policy for the company.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Environmental policy and Environmental policy English templates. Also use the Checklist Environmental assessment and Environmental action plan in the company's environmental work templates.

* 1. Quality

A quality policy is a comprehensive document that clarifies the purpose, responsibilities and tasks of the quality work. It establishes and emphasises the overall intentions and direction of the company in this area.

Having a well-developed and thoughtful quality policy is a way of competing with other companies. By adopting a quality policy, the company is demonstrating a serious commitment to quality, while making it easier for employees to comply with the company's objectives.

Establish a company quality policy.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Quality policy template.

1. Wellness

Wellness is a broad concept but can be said to be aimed at maintaining or creating good health and well-being. Health is linked to the profitability and efficiency of the company.

* 1. Preventative healthcare

Describe what type of preventative healthcare the company offers to employees.

For example, all employees within MeraDoku AB are entitled to a wellness allowance of SEK 2500 per year. The wellness allowance may be used for the forms of exercise included in the Swedish tax authority’s list.

The wellness allowance is paid on the next salary occasion after the receipt of the invoice with the attached payment slip has been certified and submitted to the Finance department.

In this section you can benefit from using DokuMera’s Wellness policy and Wellness action plan templates.

* 1. Occupational healthcare

If your company offers occupational healthcare, please describe in this section what applies for this.

For example, all employees at MeraDoku AB have access to occupational healthcare through MeraHälsa. If necessary, contact MeraHälsa directly on telephone +46(0)11-11 11 11.

Occupational healthcare includes a medical check every other year for all employees and free vaccinations.

Contact MeraHälsa if a sick note is required.

1. Rehabilitation
   1. General starting points for rehabilitation and work adaptation

The employer has a responsibility towards the employee for rehabilitation. Rehabilitation is aimed at reintroducing a sick or injured employee to work. Describe the rehabilitation process and who is responsible for what.

Click here to enter text.

In this section, you can benefit from using DokuMera’s Checklist Rehabilitation, Rehab investigation and Rehab plan, Information sheet rehabilitation, Rehab documentation and Treatment agreement rehab templates.

* 1. Alcohol and drugs in the workplace

Abuse issues at work are covered by the systematic work environment work at the workplace as they are seen as part of the psychosocial work environment. The regulations of the Swedish Work Environment Agency state that the employer must have routines for work adjustment and rehabilitation in case of abuse of alcohol and other intoxicants.

Click here to enter text.

In this section, you can benefit from DokuMera's templates Alcohol and drug policy, Alcohol and drug policy English, Request for consent to alcohol test, Treatment agreement rehab and Action plan for alcohol and drug issues.

1. Orderliness

This section describes the company's policies and procedures for creating organisational order, such as visits to the workplace, mail retrieval, or cleaning company premises.

* 1. Visits

For example, visits should be reported to reception where the visitor receives an ID badge, to be worn during the entire visit. Visitors must not be left alone and areas where sensitive information is kept should be avoided.

* 1. Cleaning

For example, cleaning of the premises is handled by an external cleaning company on Thursday afternoons between the hours of 15-19. All employees are responsible for providing the cleaning services access to their workstations. This means that desks should be clear and accessible for the cleaning service so that they can do their job.

* 1. Staff meetings

For example, staff meetings are held on the first Monday (which is a weekday) every month at 9.30 – 10.30 in the large conference room. The CEO chairs the meeting and holds the agenda. Other items to be addressed at the meeting must be communicated to the CEO’s secretary no later than the last Friday before the meeting.

* 1. Attire

For example, employees of MeraDoku AB represent the company when they are at work. Besides our actions, how we dress also reflects on the company. When we are working we wear proper clothing (i.e. intact and clean).

* 1. Computers

The employer has the right to control what happens in working hours and how work tools are used. Today, many people have access to computers at work and you, as an employer, determine the conditions for computer use. Is it clear to employees to what extent they may use the computer for private use?

Establish policies to inform employees about the rules that apply to computer use and e-mail management.

Does the company use laptops or do you offer home PCs? If so, establish policies for what applies for that.

Click here to enter text.

In this section, you can benefit from using DokuMera’s IT policy, Policy for email management, Policy for laptops and Policy for home PCs templates.

* 1. Premises

For example, the office manager has the overall responsibility for keeping our premises presentable but we all have a shared responsibility to clean up after ourselves in public areas. It is the individual's responsibility to keep their own workplace neat and tidy.

Make sure you close the window and turn off the lights when you go home in the evening.

* 1. Personnel files

All personnel files are confidential and must be treated accordingly. The HR manager stores all personnel files under lock and key in security cabinets in his/her office.

* 1. Post management

For example, incoming mail is retrieved and sorted by MeraDoku AB's receptionist and is placed in each employee's pigeon hole.

It is the responsibility of each employee to frank their outgoing mail and put it in the intended place for outbound mail before 16:30 daily. The mail is then collected by the receptionist who passes it to the post office.