

EMPLOYEE HANDBOOK CHECKLIST FOR BUILDING **STRONG WORKPLACE CULTURE**

01	Organizational mission, vision, and values	<input type="checkbox"/>
02	Organizational origin story	<input type="checkbox"/>
03	"Meet the team" section	<input type="checkbox"/>
04	Timelines for performance reviews	<input type="checkbox"/>
05	Feedback/complaint procedures (open door policy)	<input type="checkbox"/>
06	Code of conduct	<input type="checkbox"/>
07	Psychological safety policy	<input type="checkbox"/>
08	Pronoun policy	<input type="checkbox"/>
09	Benefits and other perks	<input type="checkbox"/>
10	Policies around mental health days/self-care	<input type="checkbox"/>
11	Continuing ed/professional training reimbursement policy	<input type="checkbox"/>
12	Holidays and other "celebrations"	<input type="checkbox"/>
13	Remote work/flex day policies	<input type="checkbox"/>
14	Parental/maternity leave options	<input type="checkbox"/>
15	Communications/social media policy	<input type="checkbox"/>
16	Policies around "days of service" in lieu of work	<input type="checkbox"/>
17	Bring your dog/child to work policies	<input type="checkbox"/>