**1. Welcome Message**

Welcome to [Your Company Name]! We are excited to have you as part of our team. This handbook outlines the general terms and conditions of employment and workplace behavior expectations, in accordance with the Nigerian Labour Act.

**2. About the Company**

* **Name**: [Insert Your Company Name]
* **Industry**: [e.g., Consulting, Retail, Technology]
* **Vision**: [Insert Your Vision Statement]
* **Mission**: [Insert Your Mission Statement]
* **Core Values**: [e.g., Your Integrity, Innovation, Teamwork, Respect]

**3. Employment Policies**

**3.1 Employment Classification**

* **Full-time**: 40+ hours/week
* **Part-time**: Less than 40 hours/week
* **Contract**: Fixed term or project-based

**3.2 Employment Contract**

All employees must sign a written contract of employment within 3 months of joining, in line with Section 7 of the Labour Act.

**3.3 Probation Period**

* Standard probation period: **3 – 6 months**
* Probation can be extended based on performance

**3.4 Equal Opportunity**

We are an equal opportunity employer. Discrimination or harassment of any kind is not tolerated.

**4. Compensation and Benefits**

**4.1 Salary Payment**

* Salaries are paid **monthly**, no later than the **last working day of the month**
* All salaries comply with the National Minimum Wage Act

**4.2 Statutory Deductions**

We deduct and remit:

* PAYE (Pay-As-You-Earn)
* Pension (8% employee, 10% employer)
* NHF (If applicable, 2.5% employee)

**4.3 Leave Entitlements**

* **Annual Leave**: 6 working days minimum (after 12 months)
* **Sick Leave**: Up to 12 working days with medical proof
* **Maternity Leave**: 12 weeks with at least 50% pay (female employees)
* **Paternity Leave**: [Specify if granted, 5 days – 14 days]
* **Public Holidays**: As declared by the Federal Government

**5. Work Hours and Attendance**

**5.1 Work Hours**

* Standard work hours: **8:00 am to 5:00 pm**, Monday to Friday
* Lunch Break: **1 hour**

**5.2 Attendance and Punctuality**

Regular attendance is mandatory. Three (3) unexcused absences in a month may attract disciplinary action.

**6. Code of Conduct**

**6.1 Professional Behavior**

Employees must:

* Be respectful to colleagues, clients, and vendors
* Uphold confidentiality
* Avoid conflict of interest

**6.2 Dress Code**

Smart and professional attire is required. Specific industries may have uniforms or PPE requirements.

**6.3 Substance Abuse**

Use of alcohol or illegal drugs on company premises is strictly prohibited.

**7. Disciplinary Procedure**

Progressive disciplinary actions may include:

* Verbal Warning
* Written Warning
* Suspension
* Termination

Serious misconduct (e.g., theft, assault) may lead to immediate dismissal in line with Section 44 of the Labour Act.

**8. Grievance Procedure**

Employees are encouraged to:

1. Report grievances to their line manager
2. Escalate unresolved issues to HR/Admin
3. Final appeal may be directed to Management

**9. Termination of Employment**

**9.1 Notice Period**

* One week notice (or pay in lieu) for employment under 3 months
* Two weeks (or pay) for 3 months to 2 years
* One month (or pay) for 2+ years

**9.2 Exit Process**

* Return of company property
* Clearance form completion
* Exit interview (optional)

**10. Health, Safety, and Welfare**

We are committed to providing a safe and healthy work environment. Employees must:

* Follow safety instructions
* Report hazards or accidents immediately

**11. Data Privacy and Confidentiality**

All company data must be kept confidential. Unauthorized disclosure may result in disciplinary action.

**12. Amendments**

This handbook may be updated periodically. Employees will be duly informed of any changes.

**Acknowledgment Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received and read the Employee Handbook of [Your Company Name]. I understand and agree to comply with the stated policies.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_