

# SOP: Distribution of Employee Handbook and Policy Briefing

This SOP details the **distribution of employee handbook and policy briefing**, covering the timely dissemination of company policies, onboarding procedures, employee acknowledgement, training schedules, and ensuring understanding of organizational rules and regulations. The objective is to promote clear communication, compliance, and alignment with company standards among all employees.

## 1. Purpose

To ensure all employees receive, understand, and acknowledge the employee handbook and company policies, promoting compliance and fostering alignment with organizational standards.

## 2. Scope

This SOP applies to all new hires and current employees of [Company Name], as well as Human Resources personnel responsible for policy distribution and briefing sessions.

## 3. Responsibilities

- **Human Resources (HR):** Distribute materials, conduct training/briefing, maintain records, answer queries.
- **Supervisors/Managers:** Ensure team participation and acknowledgement compliance.
- **Employees:** Review materials, participate in briefings/training, formally acknowledge receipt and understanding.

## 4. Procedure

1. **Preparation**
  - Review and update the employee handbook and policies annually or as necessary.
  - Prepare digital or printed copies for distribution.
2. **Distribution**
  - New hires receive the handbook and policy documents during onboarding.
  - Current employees receive updated versions electronically or in print.
  - Materials are accessible on the company intranet/HR portal.
3. **Policy Briefing & Training**
  - Schedule mandatory policy briefing sessions for all recipients.
  - Present key policies, updates, and Q&A session to clarify doubts.
  - Optional: Assign self-paced e-learning modules or in-person workshops.
4. **Employee Acknowledgement**
  - Require signed or electronic acknowledgement of receipt and understanding for all employees.
  - Maintain acknowledgement records in the personnel files.
5. **Ongoing Support**
  - Provide a channel (e.g., HR helpdesk) for questions or clarifications about policies.
  - Periodically reinforce major policies and reminders via internal communications.

## 5. Documentation

- Copy of employee handbook and policy documents.
- Training/briefing attendance logs.
- Employee acknowledgement forms/receipts.
- Record of distribution dates and recipients.

## 6. Review & Update

HR will review this SOP annually or upon significant policy changes and update procedures as needed to ensure ongoing compliance and relevance.

## 7. Contacts

Role	Name/Department	Contact Information
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HR Lead	[HR Manager Name]	[Email] / [Phone]
Compliance Officer	[Compliance Contact Name]	[Email] / [Phone]