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Publisher's Note

2021— Release 1

Previous release was 2020-1

From Your Library:

DEVELOP YOUR OWN EMPLOYEE HANDBOOK

September 2021

Dear Subscriber:

Enclosed is your release No. 1 — 2021 of *Develop Your Own Employee Handbook*.

This update features the following new material:

Updates to Chapter 2 — Developing and Writing Your Handbook, with respect to the role of HR and senior management, plain language concerns, updating existing policies, multijurisdictional and international handbooks, new and emerging trends and best practices and project management fundamentals.

Updates to Chapter 3 — Evaluating and Revising Your Handbook, with respect to electronic handbooks and the review and revision of existing handbooks.

Updates to Chapter 6 — Employee Conduct, with respect to the addition of a new Hybrid Work policy, along with revised commentary on substance misuse in line with current terminology relating to the use and misuse of drugs and alcohol (including cannabis).

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Updates to Chapter 7 — Health, Safety and Security, with respect to revised commentary on substance misuse in line with current terminology relating to the use and misuse of drugs and alcohol (including cannabis).

Updates to Chapter 9 — Benefits Information, with respect to revised commentary on substance misuse in line with current terminology relating to the use and misuse of drugs and alcohol (including cannabis).