

# HRSINGAPORE

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## **Question - Notice Period for Termination**

Hi all,

May I know what is the notice period for termination / resignation of your company?

Thank you

Hannah

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## **Developing an Employee Handbook Workshop (15th Run)**

**- 25 May 2016**

An employee handbook is a compilation of the policies, procedures, working conditions, and behavioral expectations that guide employee actions in a company. Employee handbooks generally also include information about the company, employee compensation and benefits, and additional terms and conditions of employment. Another integral content in any handbook is the code of conduct for employees that sets guidelines around appropriate behavior for the workplace.

The purpose of an employee handbook is to provide employees with a working guide to the understanding of the day-to-day administration of human resource policies and practices in a company. It is designed to provide employees with a general summary description of the company's HR policies, employee benefits,

and code of conduct.

The handbook can help ensure that all HR policies and practices conform to legal requirements. Employers can use the policies in the employee handbook to protect themselves against possible lawsuits pertaining to harassment, wrongful termination, discrimination claims etc.

Participants attending this workshop will be provided with a comprehensive template for an Employee Handbook!

For details, please click on: <http://hrsingapore.org/employeehandbook/>

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### **Course Objectives**

- Explain the purpose and value of having an employee handbook.
  - Identify the essential contents that are required in an employee handbook.
  - Determine the handbook contents that are relevant to their corporation.
  - Ensure compliance with the relevant legislation that govern HR policies and practices.
  - Deliver the material that will cater to their individual audience, the employees.
  - Avoid common mistakes when drafting an employee handbook.
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