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DT Danish
Industry



Company Handbook

How to develop a company handbook for
trainees and new employees



ULANDSSEKRETARIATET – DTDA
DANISH TRADE UNION DEVELOPMENT AGENCY



Manual for HR managers and supervisors working with trainees





Company Handbook

How to develop a company handbook for trainees and new employees

“ This manual contains a set of topics that can be important for a company to address when onboarding trainees and new young employees. The topics can be addressed in a “Company Handbook” that can function as an HR tool. ”



Are you in HR or are you a supervisor working with trainees and new employees? This manual is for you! In this manual we describe how you can develop a Company Handbook for the onboarding process. The manual contains of a checklist of points that would be beneficial to include in your company handbook for your new staff - especially young employees and trainees



As an HR professional, you decide the content of your handbook - you can choose to focus on practical company details or make an in-depth exploration featuring success stories. The ultimate goal is to make your new trainee feel welcomed, well informed and motivated during the onboarding! The handbook is a valuable tool, but remember, the contract remains the most important document.





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The following topics are important for companies to address when onboarding trainees and younger employees. The topics of the Handbook can be arranged as follows:
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First topic:

Welcome - Who We Are - What Can We Do Together?

- ☑ **Hello and welcome to the company!** We are delighted to have you with us. This handbook is your guide to the company and professional training. Here you will find important information about the company, its history, and values, as well as professional training, your rights, and responsibilities. We hope you find this handbook useful and that it helps you start your professional journey.
- ☑ **The company's history and values,** Where do we come from and where are we going? For example, does the company have a particular tradition or a clear vision regarding its trainees?
- ☑ **Training, Responsibilities, and Opportunities,** What can you achieve with us? What do we expect from you (duties and rights)? And how can we help you?



Second topic:

The Orientation Period - What Should Happen - What Activities Are Planned?

- ✓ **Contact Information**, You should name two or three individuals within the company for the trainee, such as the professional training officer, the HR officer, specifying each person's duties, and adding a personal photo if possible.
- ✓ **First Day Program**, Is there an orientation tour, breakfast, or planned meeting on the first day? It doesn't matter how much time you need to introduce the trainee to the company... What matters is that the trainee is aware of what will happen during the training period.
- ✓ **Relevant Departments**, Will the training be in more than one department within the company? Who are the relevant people in the training topic within each department, and are there other trainees with them in the same department?
- ✓ **Training Plan**, It is important to provide the trainee with a detailed training plan and the specific program assigned to them.
- ✓ **Probationary Period**, The probationary period is likely the most crucial period for the trainee. What tasks are planned for this period? Are there any interviews during this period to evaluate the trainee's performance, and can they access the results? How and when will the trainee be informed that the probationary period has ended, and will they continue working with the company?
- ✓ **Regular Dialogues**, Are there specific times for dialogue with the trainee before and after the professional training period? Is there a dialogue with them if they move to training in another department within the company?



Third topic:

Employment Relationships, Training Contract, Legislation, Company Practices

If you give your employee handbook to trainees, remember that trainees are a special group of employees who cannot be fully compared to other employees. Therefore, always check if there is anything in the employee handbook that does not apply to trainees, and also make sure you clearly communicate what is specified for trainees. The most important topics are:



Salary



Personal Information,



Leave



Health and Safety at Work,



Insurance



Training-Related Transportation Costs



Fourth topic:

Company Policies and Unwritten Rules

Young trainees who have not previously worked for wages may need to understand the unwritten rules and policies of the company by mentioning them in their handbook. You should also make sure to inform them of all the consequences of violating these rules and laws. Here are the most important topics to inform the trainee about:

- Attendance Time**, When do you expect the trainee to arrive? Should they be dressed and ready for work? Is the meeting time specified (at the company or elsewhere)?



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- ✔ **How to Meet the Client,** Here you can set simple rules for dealing with clients so that the trainee remembers that they represent the company. For example, wearing safety shoes in specific areas, rules for using mobile phones, and cleaning the place after finishing work.
- ✔ **Computers, Mobile Phones, or Any Supporting Devices,** If the trainee is provided with any work-related devices by the company, they should be guided and trained on how to use them.
- ✔ **Internet Access and Email Usage,** Are there any laws the trainee should be aware of regarding the company's policy on these matters?
- ✔ **Using Personal Mobile Phones During Work,** Are there any specific instructions for using these devices that the trainee should be aware of?
- ✔ **Work Attire,** Are there any instructions regarding dress code and general appearance for the trainee if their work nature requires visiting company clients?
- ✔ **Bullying and Sexual Harassment,** Inform the trainee about the guidelines for the tone and behavior at the workplace, and what they can do if they experience harassment or violations.
- ✔ **Monitoring Measures, Warnings, and Other Penalties,** Are there any areas within the company that trainees are not allowed to enter? Are there designated smoking areas in the company?
- ✔ **Sick Leave,** Explain to the trainee how, when, and to whom they should report if they need sick leave during the training period.
- ✔ **Break Time,** You can specify the allowed break times during work and the designated areas for them, as well as how to take them.



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