

## **Why Is an Employee Handbook Important?**

Our employee handbook is designed to guide you through our company policies so you know what to expect from us and what we expect from you. Yes, there will be some legal stuff (because it's important), but we hope that this handbook also expresses a little bit of our personality as a company and helps you feel welcomed as much as some text on page can. In any event, don't hesitate to reach out to a real person here at APC for clarification on any of our policies. Your supervisor is a great resource and the best place to start, but you are also welcomed to contact Human Resources or any other member of our leadership team when you need help.

This Employee Handbook contains some eye-roll-invoking jokes as well as lots of information about the employment policies and practices of the company—"the company" is also referred to throughout this handbook as "APC," our abbreviation for Alternatives in Psychological Consultation (because that's a lot to say). We do expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the company. That said, APC is growing and changing constantly so the policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business like ours will require changes from time to time.