



HERE IT IS!! NLA Presents

Employee Policy & Procedure Manual Designed Specifically for the Building Material Industry

Manual Characteristics:

- ◆ Easily customized by inserting your company name and logo. This manual is provided in Microsoft Word Document format. SBMA can customize for you.
- ◆ Easily modified to meet the unique operational needs of your yards
- ◆ Complete employee relations reference for managers and supervisors
- ◆ Policies, procedures and all **forms** in one easy to use guidebook (You can print the forms as needed!)

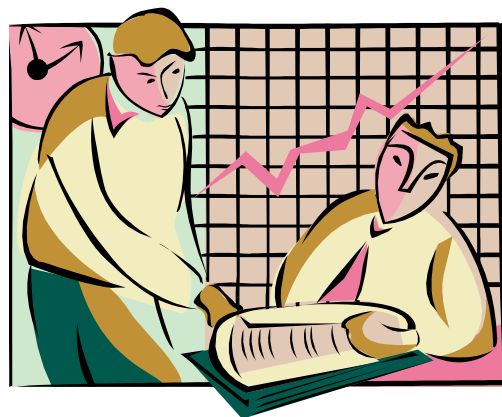
Why:

- ◆ Federal government, along with the EEOC, requires every business regardless of size, to have a formalized company employee policy handbook
- ◆ By far the leading contributor to employee legal disputes is inadequate policies and guidelines for employees and managers. In most cases employees win simply because they did not know their actions or lack thereof violated company policy
- ◆ EEOC, AAP, ADA, FMLA, COBRA Complaint
- ◆ Eases transition for new employees
- ◆ Discourages employee lawsuits
- ◆ Explains to each member of your team the general rules and regulations of your company
- ◆ Provides clear and consistent policy throughout the company
- ◆ Avoids misunderstandings by providing employees written policies
- ◆ Better informed employees will decrease turnover and improve employee and management relations
- ◆ Avoids wrongful termination lawsuits by properly terminating employees for violating acceptable written company policies
- ◆ Also includes all the forms

Price:

- ◆ \$250 for Manual
- ◆ \$25 to Customize with Company Logo (you'll need to send us your logo)

Plus \$6.00 Shipping & Handling Charges & Applicable Sales Tax



Please send the Complete Policy & Procedures Manual on ___ CD ___ Email

(Name) (Company) (E-Mail Address)

(Address) (City/State/Zip)

(Area Code & Phone Number)

_____ Please customize with our logo. We are emailing our logo to you in jpeg or tif format.

Payment Options: Check Enclosed Bill Us MasterCard/VISA/AMEX

Card Number _____ Verification Code _____ Exp. Date _____

Fax to: 763.595.4060 ◆ cnuernberg@nlassn.org ◆ Mail: 5905 Golden Valley Rd., #110, Minn., MN 55422

Call Cody at 800.896.5130 if you have any question