

Quick Handbook Self-Check

The questions below are intended to help employers reflect on whether their handbook may be worth revisiting. They are for general informational purposes only and are not legal advice.

Potential Risk Signals *(Check only if something appears to warrant closer review)*

- Our handbook hasn't been reviewed or updated in several years
- Policies have been added over time, but older language remains unchanged
- Some written policies no longer reflect how managers actually operate
- We've relied on template or inherited language from prior versions
- We're not always confident which version of the handbook is current
- Managers follow informal practices alongside written policies
- Employees don't consistently acknowledge handbook updates
- We're unsure how recent legal or workplace changes affect our handbook

If several of these sound familiar, a high-level handbook review may be worth considering.