

**PLEASE NOTE:**

This Sample Employee Handbook is available only to CCPA members. It may be downloaded and modified for your practice. It is intended to be a sample, it is not intended as legal advice, and it may or may not reflect the compliance issues relevant to your state or locality or organization. Any employee handbook you create should be reviewed by your legal counsel to ensure compliance with local, state, and federal laws and regulations and should be modified to fit your practice's culture.

**[INSERT COMPANY NAME]  
EMPLOYEE HANDBOOK  
[INSERT COMPANY LOGO]**