

# Employee Handbook

## Overview

This handbook is intended to outline and explain the practices and policies of The Genuine Gemstone Company Ltd (hereafter referred to as 'The Company', 'we', 'us' or 'our').

This employee handbook should be regarded as a set of guidelines only. For employees, it forms part of the employment contract, except where specified. We reserve the right to review, revise, amend or replace the content of this handbook and introduce new policies from time to time to reflect the changing needs of the business and to comply with legislation, without prior notice.

This handbook supersedes and replaces all prior employee handbooks, policies or procedures. Please note that some departments may have specific policies not listed in this handbook. These will be supplied by your Department Head. If an employee has any questions about any of the policies or procedures in this handbook, please consult a member of the Human Resources department.

To view handbook please follow the link:

[Employee HandBook Nov 2013](#)

[Addendum to Employee HandBook June 2014](#)

[Addendum to Employee HandBook June 2015](#)

Handbook update August 2016

## Revision History

Date of Change	Responsible	Summary of Change
October 2015	Andrew Smith	Original Document
5th April 2016	Andrew Smith	Review: no change
9th August 2016	Andrew Smith	Upload August 2016 update

From:

<https://techdocs.amber.cx/> - **Gemporia Wiki**

Permanent link:

[https://techdocs.amber.cx/policies/employee\\_handbook](https://techdocs.amber.cx/policies/employee_handbook)

Last update: **2016/11/01 14:16**

