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Greetings!

## Top Five Reasons to Translate Your Employee Handbook

An employee handbook should be a point of reference for all new and long term employees, communicating the organizations values and vision. Providing the handbook in the staff member's native language can be the difference between a successful, productive, happy employee and a confused, ineffective worker who is in the dark because of an unnecessary language barrier. To maximize the value of your organizations handbook it is crucial to turn to a professional translation agency to oversee accurate, industry specific translation. This affordable investment will immediately show returns in increased productivity and decreased staff turnover and injury leave

Providing your employee handbook in several languages will create an effective training tool during orientation and an excellent on going resource for newly hired staff members. Staff members will feel welcomed and valued for their unique multilingual abilities and cultural contributions, and you will create a committed, inclusive environment for both the staff and leadership.

Traditionally a new staff person must sign an acknowledgement statement confirming that they have read and understood the organizations policies found in the employee handbook. This protects the employer from future expensive labor disputes and protects the employee from safety hazards and future disciplinary actions. It goes without saying that the employer's policies and procedures must be provided in the staff person's native language to guarantee the validity of this acknowledgement statement.

Translating job descriptions and job responsibilities within the employee handbook will insure that each staff person is on the same page and executing each duty properly and consistently. This creates an environment of team work, confidence and job satisfaction. Inevitably, a measurable increase in productivity will take place – a primary goal of any organization.

Even more significant, the safety of the staff is on the line if the handbook material about OSHA guidelines is not provided in the employee's primary language. Regardless of the industry, understanding safety guidelines in the work place will alleviate staff injuries, and potential workers compensation litigation. Ignorance of these policies from both the employee and employer should not be due to language barriers.

If the most important commodity, the staff, is not clear on what the company's vision is, it will cost the organization time and money. The key is to provide an accurate, translated employee handbook - the gateway to a successful profitable organization.

## Top Five Reasons to Translate Your Employee Handbook

1. Provides an effective training tool and ongoing resource for newly hired staff.
2. Increases profitability by supporting a confident, diverse workforce.
3. Ensure that all policies and procedures are embraced by all staff members.
4. Provides clear concise job descriptions guaranteeing a more effective, efficient staff.
5. Contributes to a safe work environment, protecting both the company and its staff against liability and litigation.