

chevron employee handbook

chevron employee handbook serves as a comprehensive guide designed to inform Chevron employees about company policies, workplace expectations, and essential procedures. This handbook is a vital resource that outlines Chevron's commitment to safety, ethical conduct, and employee development. It provides clear instructions on compliance with corporate standards and regulatory requirements, helping employees navigate their roles effectively within the organization. The Chevron employee handbook also covers benefits, compensation, workplace diversity, and disciplinary processes to ensure a transparent and supportive work environment. By understanding the contents of this handbook, employees can align with Chevron's corporate culture and contribute to its overall success. This article explores the key components of the Chevron employee handbook, its importance, and how it supports both employees and management in maintaining a productive workplace.

- Purpose and Importance of the Chevron Employee Handbook
- Core Policies Included in the Handbook
- Employee Rights and Responsibilities
- Chevron's Commitment to Safety and Compliance
- Benefits and Compensation Overview
- Performance Management and Conduct Guidelines

Purpose and Importance of the Chevron Employee Handbook

The Chevron employee handbook functions as a foundational document that communicates the company's standards, values, and expectations to its workforce. It ensures consistency in how policies are applied and serves as a reference point for employees throughout their tenure. The handbook is essential for fostering a transparent and accountable workplace by clearly defining acceptable behaviors and procedures.

Establishing Clear Communication

The handbook provides a structured communication channel between Chevron's management and employees, minimizing misunderstandings and promoting clarity regarding company policies. This clarity helps employees understand their roles, rights, and responsibilities within the organization.

Legal and Regulatory Compliance

By explicitly outlining compliance with labor laws, safety regulations, and ethical standards, the Chevron employee handbook mitigates legal risks for the company and employees alike. It ensures adherence to federal and state laws, as well as industry-specific regulations.

Core Policies Included in the Handbook

The Chevron employee handbook covers a wide range of policies that govern workplace conduct, operational procedures, and employee relations. These policies are designed to uphold Chevron's reputation and maintain a safe, respectful working environment.

Code of Ethics and Business Conduct

Chevron's code of ethics outlines the standards for professional behavior, integrity, and compliance with laws. Employees are expected to conduct themselves honestly and responsibly in all business dealings, avoiding conflicts of interest and unethical practices.

Anti-Discrimination and Harassment Policies

The handbook strictly prohibits discrimination and harassment based on race, gender, religion, age, or other protected characteristics. It provides procedures for reporting and resolving complaints, promoting an inclusive workplace.

Attendance and Work Hours

Details regarding work schedules, attendance expectations, and procedures for requesting time off are clearly outlined. This helps maintain operational efficiency and supports work-life balance for employees.

Employee Rights and Responsibilities

The Chevron employee handbook delineates the rights afforded to employees as well as their obligations to the company. This balance fosters mutual respect and accountability, vital for a productive work environment.

Employee Privacy and Confidentiality

Employees are informed about their rights to privacy concerning personal information. Simultaneously, they are required to maintain confidentiality regarding proprietary company information and sensitive data.

Responsibilities Toward Workplace Conduct

Employees must adhere to the standards outlined in the handbook, including respectful communication, teamwork, and compliance with safety protocols. This ensures a harmonious and efficient workplace.

Chevron's Commitment to Safety and Compliance

Safety is a paramount concern at Chevron, and the employee handbook emphasizes strict adherence to safety protocols and regulatory compliance to protect employees and the environment.

Workplace Safety Procedures

The handbook provides comprehensive guidelines on hazard identification, use of personal protective equipment (PPE), emergency response, and reporting unsafe conditions. These protocols are critical in Chevron's high-risk industries.

Environmental Compliance

Chevron's policies include commitments to environmental stewardship, requiring employees to follow procedures that minimize environmental impact and ensure regulatory compliance.

Benefits and Compensation Overview

The Chevron employee handbook outlines the benefits package and compensation structure available to employees, supporting their well-being and financial security.

Health and Wellness Benefits

Information on medical, dental, vision, and wellness programs is provided to help employees maintain their health. The handbook details eligibility, enrollment procedures, and coverage specifics.

Retirement and Financial Planning

Chevron offers retirement plans and financial planning resources to assist employees in preparing for their future. The handbook explains plan options, contribution limits, and vesting schedules.

Leave Policies

The handbook describes paid time off (PTO), sick leave, family leave, and other leave types available to employees, including procedures for requesting and approving leave.

Performance Management and Conduct Guidelines

Performance evaluation and conduct guidelines are integral parts of the Chevron employee handbook, designed to promote professional growth and maintain workplace discipline.

Performance Reviews and Feedback

Employees receive periodic performance evaluations based on clear criteria outlined in the handbook. This process supports continuous improvement and career development.

Disciplinary Actions and Grievance Procedures

The handbook describes the steps taken in response to policy violations, ranging from warnings to termination. It also provides a process for employees to raise concerns or grievances without fear of retaliation.

- Maintaining a respectful and ethical workplace culture
- Encouraging open communication and employee engagement
- Ensuring consistent application of company policies
- Providing resources for employee support and development

Frequently Asked Questions

What is the purpose of the Chevron employee handbook?

The Chevron employee handbook serves as a comprehensive guide outlining company policies, procedures, workplace expectations, and employee rights to ensure a consistent and safe working environment.

Where can Chevron employees access the employee handbook?

Chevron employees can typically access the employee handbook through the company's internal intranet portal or by contacting their human resources department for a digital or physical copy.

Does the Chevron employee handbook include information on workplace safety?

Yes, the Chevron employee handbook includes detailed information on workplace safety protocols, emergency procedures, and Chevron's commitment to maintaining a safe work environment.

Are the Chevron employee handbook policies subject to change?

Yes, Chevron regularly reviews and updates its employee handbook policies to comply with legal requirements and reflect changes in company practices. Employees are usually notified of significant updates.

What topics are covered in the Chevron employee handbook?

The handbook covers topics such as company culture, code of conduct, anti-discrimination policies, attendance, compensation, benefits, safety guidelines, and disciplinary procedures.

Is compliance with the Chevron employee handbook mandatory for all employees?

Yes, all Chevron employees are required to comply with the policies and guidelines set forth in the employee handbook as a condition of their employment.

How does Chevron's employee handbook address diversity and inclusion?

Chevron's employee handbook emphasizes the importance of diversity and inclusion, outlining policies that promote respect, equal opportunity, and a harassment-free workplace for all employees.

Can Chevron employees suggest changes to the employee handbook?

Employees can provide feedback or suggestions regarding the employee handbook through their HR representatives or designated company feedback channels, although

final changes are made by company leadership.

What should Chevron employees do if they have questions about the handbook?

If Chevron employees have questions about the employee handbook, they should contact their human resources department or their supervisor for clarification and guidance.

Additional Resources

1. Chevron Employee Handbook: Policies and Procedures Guide

This comprehensive guide offers a detailed overview of Chevron's workplace policies and procedures. It serves as an essential resource for employees to understand company expectations, compliance standards, and daily operational protocols. The handbook covers topics from workplace safety to ethical conduct, ensuring employees are well-informed and aligned with Chevron's corporate culture.

2. Workplace Safety and Compliance at Chevron

Focusing specifically on Chevron's safety regulations, this book explores the company's commitment to maintaining a hazard-free work environment. It details safety protocols, emergency response plans, and compliance requirements that employees must adhere to. The book is ideal for new hires and seasoned employees alike, emphasizing the importance of safety in Chevron's operations.

3. Chevron's Code of Ethics: A Practical Guide for Employees

This book delves into Chevron's core ethical principles and how they translate into everyday workplace behavior. It provides real-world scenarios and guidance on handling ethical dilemmas, fostering integrity and transparency within the workforce. Employees gain insight into maintaining professionalism and upholding Chevron's values.

4. Human Resources Policies at Chevron: Employee Rights and Responsibilities

Covering the HR framework within Chevron, this title explains employee benefits, rights, and responsibilities in detail. It offers clarity on topics like leave policies, performance evaluations, and grievance procedures. The book is designed to help employees navigate HR processes smoothly and advocate for their workplace rights.

5. Chevron Leadership and Management Handbook

This resource is tailored for supervisors and managers within Chevron, highlighting leadership best practices aligned with company standards. It includes strategies for team management, conflict resolution, and fostering a productive work environment. The book supports leadership development consistent with Chevron's organizational goals.

6. Environmental Stewardship in Chevron Operations

Highlighting Chevron's environmental policies, this book outlines the company's approach to sustainable operations and regulatory compliance. It educates employees on environmental responsibilities, reporting procedures, and initiatives aimed at reducing Chevron's ecological footprint. The content encourages proactive engagement in environmental stewardship.

7. Employee Development and Training Programs at Chevron

This title covers the various professional growth opportunities Chevron offers its workforce. It discusses training modules, career advancement pathways, and skill-building initiatives. Employees can learn how to leverage company resources to enhance their expertise and contribute more effectively to Chevron's success.

8. Diversity and Inclusion in Chevron's Workplace

Focusing on Chevron's commitment to fostering an inclusive work culture, this book explores diversity policies and practices. It highlights the benefits of a diverse workforce and provides guidance on promoting equity and respect in daily interactions. The book serves as a tool to support a harmonious and collaborative workplace.

9. Chevron's Employee Wellness and Work-Life Balance Guide

This guide emphasizes the importance Chevron places on employee well-being and maintaining a healthy work-life balance. It offers tips on stress management, health programs, and resources available to support mental and physical wellness. The book aims to help employees thrive both professionally and personally within Chevron's environment.

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Chevron Employee Handbook: Your Guide to Success and Well-being

Are you ready to navigate the complexities of working at Chevron? Feeling overwhelmed by policies, procedures, and the sheer size of the organization? Do you wish there was a single, reliable source to answer all your questions, ensuring you're maximizing your potential and thriving in your role? Then this handbook is your essential companion.

This comprehensive guide tackles the challenges Chevron employees face daily, demystifying internal processes and providing practical advice to help you excel in your career. Whether you're a seasoned veteran or a recent hire, this handbook will empower you to confidently navigate your workplace, understand your rights and responsibilities, and contribute effectively to Chevron's success.

Chevron Employee Handbook: A Comprehensive Guide to Thriving at Chevron

Introduction: Welcome to Chevron – Understanding the Company Culture and Values.

Chapter 1: Onboarding and Initial Training: Navigating Your First Days, Key Systems and Resources.

Chapter 2: Compensation and Benefits: Understanding Your Pay, Health Insurance, Retirement Plans, and Other Perks.

Chapter 3: Performance Management and Career Development: Setting Goals, Receiving Feedback, and Planning Your Career Progression.

Chapter 4: Workplace Policies and Procedures: Compliance, Safety Regulations, and Ethical

Conduct.

Chapter 5: Employee Resources and Support: Accessing HR, Employee Assistance Programs, and Internal Networks.

Chapter 6: Diversity, Equity, and Inclusion at Chevron: Understanding Chevron's Commitment and Resources.

Chapter 7: Global Mobility and International Assignments: Guidance for Employees Working Across Borders.

Chapter 8: Leaving Chevron: Resignation, Severance, and Transitioning to a New Role.

Conclusion: Your Continued Success at Chevron.

Chevron Employee Handbook: A Comprehensive Guide to Thriving at Chevron

(This article expands on the ebook outline above. Remember to replace bracketed information with actual Chevron policies and procedures. This is a sample and should not be considered legal or HR advice.)

Introduction: Welcome to Chevron - Understanding the Company Culture and Values

Welcome to Chevron! This handbook is designed to be your comprehensive guide to navigating your career within one of the world's leading energy companies. Understanding Chevron's culture and values is crucial for your success. Chevron emphasizes [insert Chevron's core values, e.g., safety, integrity, respect, excellence]. These values aren't just words on a page; they inform daily operations and decision-making across the organization. Familiarizing yourself with these values will help you understand the expectations placed upon you as an employee and contribute to a positive and productive work environment. This section will also cover [mention resources like intranet links, onboarding videos, or internal communication channels].

Chapter 1: Onboarding and Initial Training: Navigating Your First Days, Key Systems and Resources

Your first few weeks at Chevron are critical for setting the foundation for a successful career. This chapter will provide a roadmap for navigating the initial onboarding process. This includes:

Initial paperwork and compliance: Understanding and completing all necessary paperwork, including tax forms, benefit elections, and compliance training modules. [Include specific details about required training and deadlines.]

Key systems and technologies: Familiarization with Chevron's internal systems, such as [mention specific systems like email, project management software, internal communication platforms].

Introduction to your team and department: Understanding team dynamics, roles, and responsibilities. [Suggest strategies for building relationships with colleagues.]

Accessing support and resources: Knowing where to find help, whether it's HR, IT, or your manager. [List contact information or internal links.]

Performance expectations: Understanding the initial goals and expectations for your role and how performance will be measured.

Chapter 2: Compensation and Benefits: Understanding Your Pay, Health Insurance, Retirement Plans, and Other Perks

This chapter delves into the details of your compensation and benefits package. It's crucial to understand what's available to you to maximize your financial well-being. This section will cover:

Salary and pay structure: Understanding your base salary, bonuses, and any other forms of compensation. [Provide information on pay cycles and how to access pay stubs.]

Health insurance options: A detailed explanation of Chevron's health insurance plans, including medical, dental, and vision coverage. [Include details on enrollment periods, premiums, and deductibles.]

Retirement plans: A comprehensive overview of Chevron's retirement savings plans, such as 401(k) or pension plans. [Provide information on contribution matching, vesting schedules, and investment options.]

Other benefits: Exploration of additional benefits offered by Chevron, such as paid time off, life insurance, disability insurance, employee assistance programs (EAPs), and tuition reimbursement. [Include specific details and eligibility criteria for each benefit.]

Understanding your pay slip: Decoding your payslip to ensure accuracy and understanding of all deductions and contributions.

Chapter 3: Performance Management and Career Development: Setting Goals, Receiving Feedback, and Planning Your Career Progression

Chevron prioritizes employee growth and development. This chapter will guide you through the performance management process and strategies for career advancement. It covers:

Goal setting and performance reviews: Understanding how goals are set, how your performance is evaluated, and the feedback process. [Mention the performance review cycle and the tools used.]

Career development opportunities: Exploring opportunities for professional development, such as

training programs, mentoring, and internal mobility. [List available resources and how to access them.]

Succession planning: Understanding how Chevron supports employee career advancement and identifies future leaders.

Networking within Chevron: Strategies for building relationships with colleagues and supervisors to advance your career.

Chapter 4: Workplace Policies and Procedures: Compliance, Safety Regulations, and Ethical Conduct

This chapter outlines Chevron's essential workplace policies and procedures. Adherence to these policies is crucial for maintaining a safe and productive work environment. This section will cover:

Safety regulations: Understanding Chevron's safety protocols and procedures, including emergency procedures and reporting mechanisms. [Include links to safety manuals and training materials.]

Compliance requirements: Understanding legal and regulatory compliance obligations, including anti-bribery, anti-corruption, and data privacy policies. [Provide links to relevant policies and training.]

Ethical conduct: Understanding Chevron's code of conduct and ethical guidelines. [Outline the reporting mechanisms for unethical behavior.]

Workplace harassment and discrimination: Understanding Chevron's policies on harassment and discrimination and how to report incidents.

Chapter 5: Employee Resources and Support: Accessing HR, Employee Assistance Programs, and Internal Networks

Chevron provides various resources and support services to help employees thrive. This chapter details how to access these essential resources.

Human Resources (HR): Understanding the role of HR and how to contact them for assistance with various employee matters. [Provide contact information and details on services offered.]

Employee Assistance Programs (EAPs): Understanding the benefits of EAPs and how to access confidential counseling and support services.

Internal networks and employee resource groups (ERGs): Exploring the benefits of joining ERGs and connecting with colleagues who share similar interests or backgrounds.

Wellness programs: Understanding the health and wellness initiatives offered by Chevron.

Chapter 6: Diversity, Equity, and Inclusion at Chevron:

Understanding Chevron's Commitment and Resources

Chevron is committed to fostering a diverse, equitable, and inclusive workplace. This chapter outlines Chevron's initiatives and resources related to DEI.

Chevron's DEI initiatives: Understanding Chevron's commitment to DEI and the various programs and policies in place to promote inclusivity.

Employee resource groups (ERGs): Learning about ERGs and how they support diversity and inclusion.

Reporting mechanisms for bias and discrimination: Understanding how to report incidents of bias or discrimination.

Chapter 7: Global Mobility and International Assignments: Guidance for Employees Working Across Borders

For employees considering or currently undertaking international assignments, this chapter provides essential guidance.

Visa and immigration processes: Understanding the visa and immigration requirements for international assignments.

Relocation support: Understanding the relocation assistance provided by Chevron.

Cultural awareness training: Understanding the importance of cultural awareness training for international assignments.

Chapter 8: Leaving Chevron: Resignation, Severance, and Transitioning to a New Role

This chapter outlines the procedures for leaving Chevron, including resignation, severance packages, and outplacement services.

Resignation process: Understanding the proper procedure for resigning from Chevron.

Severance packages: Understanding the terms and conditions of severance packages.

Outplacement services: Understanding the outplacement services provided by Chevron to help employees transition to new roles.

Conclusion: Your Continued Success at Chevron

This handbook serves as a foundation for your success at Chevron. By utilizing the resources and information provided, you'll be well-equipped to navigate your career, contribute effectively, and thrive within the organization. Remember to consult the Chevron Intranet for the most up-to-date information and policies.

FAQs

1. How can I access Chevron's employee handbook online? [Answer with specific instructions and links]
2. What is Chevron's policy on paid time off? [Provide a concise answer, referencing the relevant policy document.]
3. How do I report a workplace safety concern? [Detail reporting procedures and contact information.]
4. What are the steps to apply for an internal transfer? [Outline the application process.]
5. What benefits are available for employees with disabilities? [Explain relevant policies and accommodations.]
6. How do I access the Employee Assistance Program (EAP)? [Provide contact information and access methods.]
7. What is Chevron's policy regarding flexible work arrangements? [Outline the policy on remote work, flextime, etc.]
8. How do I submit a performance review? [Explain the process for submitting reviews and accessing the system.]
9. What is Chevron's policy on social media use? [Explain the company's policy regarding social media use.]

Related Articles:

1. Chevron's Code of Conduct: A Practical Guide: A detailed explanation of Chevron's ethical guidelines and how to apply them in daily work.
2. Navigating Chevron's Performance Management System: A step-by-step guide to understanding and excelling in Chevron's performance review process.
3. Decoding Your Chevron Payslip: A Comprehensive Guide: A simple explanation of all the components of your Chevron payslip.
4. Chevron's Health and Wellness Programs: A Complete Overview: A detailed guide to all the health and wellness programs available to Chevron employees.
5. Understanding Chevron's Retirement Plans: A thorough explanation of Chevron's retirement savings options.
6. Chevron's Safety Regulations: Your Guide to a Safe Workplace: A guide to understanding and following Chevron's workplace safety protocols.
7. International Assignments at Chevron: A Guide for Expats: A comprehensive guide for employees

considering or undertaking international assignments.

8. Building Your Network at Chevron: Tips for Career Success: Strategies for networking and building relationships within Chevron to enhance your career.

9. Transitioning Out of Chevron: A Smooth Transition Guide: Guidance for employees leaving Chevron, including information about severance and outplacement services.

chevron employee handbook: The Employee Recruitment and Retention Handbook Diane Arthur, 2001 Today's best workers are demanding more before signing on--and requiring more to stay. How does a company find and hang on to great talent? Competition for skilled employees is fierce! This book provides comprehensive, practical advice to employers to get and keep the people they need. It covers such vital topics as what workers want--including a sense of making a real impact in their jobs and getting learning opportunities; why workers leave--sometimes just because they can (it's so easy to find a new job), often because they feel undervalued or bored where they are; and what best-practice companies are doing to attract and retain the talent necessary to remain competitive. Expert Diane Arthur discusses: * Both traditional and new strategies, including a huge array of special incentives and perks * Online recruiting via sites like Monster.com or a company's own Web site * Successful programs from Cisco Systems, Bank of Boston, Eli Lilly, McDonald's, and dozens of other companies, including many small firms * Competency-based recruiting and interviewing, contingent workers, telecommuting and other alternative work arrangements, future trends, and more.

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chevron employee handbook: Global Sustainable Communities Handbook Woodrow W. Clark II, 2014-02-10 Global Sustainable Communities Handbook is a guide for understanding and complying with the various international codes, methods, and legal hurdles surrounding the creation of sustainable communities all over the world. The book provides an introduction to sustainable development, technology and infrastructure outlines, codes, standards, and guidelines written by experts from across the globe. - Includes methods for the green use of natural resources in built communities - Clearly explains the most cutting edge green technologies - Provides a common approach to building green communities - Covers green practices from architecture to construction

chevron employee handbook: Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board, 2007

chevron employee handbook: Every Employee's Guide to the Law Lewin G. I Joel, II, 2011-03-30 Covering every aspect of employment from the job interview to post-employment benefits, this invaluable resource focuses on employee rights guaranteed by law and explains how workers can be protected. In language praised for its clarity and accessibility, this updated edition provides a strong foundation of legal knowledge and advice on wages and hours, health and safety, harassment, invasion of privacy, discipline, unemployment compensation, and more. 448 pp. Radio publicity. Author tour. 15,000 print.

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Pope, PhD, ABPP, Diplomate in Clinical Psychology; coauthor, *Ethics in Psychotherapy and Counseling*, Fourth Edition From preparation to collection to interpretation to communication of the results, this excellent, comprehensive treasure shows how to conduct forensic assessments. Each splendid evidence-based chapter is presented from the collaboration between psychologists and psychiatrists. It is a must-have resource for forensic experts as well as general practitioners or anyone wishing to understand standard of care in forensic assessment. —Melba Vasquez, PhD, ABPP, 2011 American Psychological Association President The practitioner-oriented coverage in the *Handbook of Forensic Assessment* examines: The current state of psychology and psychiatry—including requisite clinical competencies, ethical guidelines, and considerations of multidisciplinary collaboration Various approaches to assessments in criminal and civil matters The principles of effective preparation, data collection, and interpretation, as well as communication for each special situation Topics including competence to stand trial, sexual offender evaluations, addictions, child abuse, and education Overarching practice issues, such as practice development, retention, compensation, consultation, and forensic treatment Includes sample reports that demonstrate the integrative potential of both psychology and psychiatry Incorporating a wealth of current and multidisciplinary research, the *Handbook of Forensic Assessment* is destined to become every mental health professional's most valuable one-stop reference for their forensic work.

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financial communication investor relations worldwide.

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chevron employee handbook: Handbook of Research on Digital Crime, Cyberspace Security, and Information Assurance Cruz-Cunha, Maria Manuela, 2014-07-31 In our hyper-connected digital world, cybercrime prevails as a major threat to online security and safety. New developments in digital forensics tools and an understanding of current criminal activities can greatly assist in minimizing attacks on individuals, organizations, and society as a whole. The Handbook of Research on Digital Crime, Cyberspace Security, and Information Assurance combines the most recent developments in data protection and information communication technology (ICT) law with research surrounding current criminal behaviors in the digital sphere. Bridging research and practical application, this comprehensive reference source is ideally designed for use by investigators, computer forensics practitioners, and experts in ICT law, as well as academicians in the fields of information security and criminal science.

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- An overview of contextual issues, including a history of the field, the current state of the field, legal perspectives, and the role of health policy in worksite programs
- A review of the effectiveness of strategies in worksite settings, including economic impact, best practices, and the health-productivity relationship
- Information on assessment, measurement, and evaluation, including health and productivity assessment tools, the economic returns of health improvement programs, and appropriate use of claims-based analysis and planning
- A thorough discussion of program design and implementation, including the application of behavior change theory, new ways of using data to engage participants, use of technology and social networks to improve effectiveness, and key features of best-practice programs
- An examination of various strategies for encouraging employee involvement, such as incorporating online communities and e-health, providing incentives, using medical self-care programs, making changes to the built environment, and tying in wellness with health and safety

The book includes a chapter that covers the implementation process step by step so that you can see how all of the components fit together in the creation of a complete program. You'll also find four in-depth case studies that offer innovative perspectives on implementing programs in a variety of work settings. Each case study includes a profile of the company, a description of the program and the program goals, information on the population being served, the results of the program, and a summary or discussion of the program. Throughout the book you'll find practical ideas, approaches, and solutions for implementation as well as examples of best practices and successful programs that will support your efforts in creating interventions that improve both workers' health and business performance. The book is endorsed by the International Association for Worksite Health Promotion, a new ACSM affiliate society. Deepen your understanding of the key issues and challenges within worksite health promotion and find the most current research and practice-based information and approaches inside ACSM's Worksite Health Handbook: A Guide to Building Healthy and Productive Companies, Second Edition. The e-book for ACSM's Worksite Health Handbook, Second Edition, is available at a reduced price. It allows you to highlight, take notes, and easily use all the material in the book in seconds. The e-book is delivered through Adobe Digital Editions® and when purchased through the Human Kinetics site, access to the content is immediately granted when your order is received. Adobe Digital Editions® System Requirements Windows -Microsoft® Windows® 2000 with Service Pack 4, Windows XP with Service Pack 2, or Windows Vista® (Home Basic 32-bit and Business 64-bit editions supported) -Intel® Pentium® 500MHz processor -128MB of RAM -800x600 monitor resolution Mac PowerPC -Mac OS X v10.4.10 or v10.5 -PowerPC® G4 or G5 500MHz processor -128MB of RAM Intel® -Mac OS X v10.4.10 or v10.5 -500MHz processor -128MB of RAM Supported browsers and Adobe Flash versions Windows -Microsoft Internet Explorer 6 or 7, Mozilla Firefox 2 -Adobe Flash® Player 7, 8, or 9 (Windows Vista requires Flash 9.0.28 to address a known bug) Mac -Apple Safari 2.0.4, Mozilla Firefox 2 -Adobe Flash Player 8 or 9 Supported devices -Sony® Reader PRS-505 Language versions -English -French -German

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