JINWA HR | Handbook Customisation & Licence Guide

For purchasers of the Employee Handbook Version 1.0 (Singapore, 2026). This guide is separate from the employee-facing handbook.

How to customise the Word document

1. Open the .docx in Microsoft Word and save a working copy before making changes.
2. Replace every yellow-highlighted [FIELD] with your organisation's details. This includes the cover, header, policy contacts, working arrangements and benefit limits.
3. Choose one applicable meal-break arrangement and remove the unused alternative. Confirm the contractual details and Key Employment Terms for each employee.
4. Employers may offer more favourable leave but must not reduce applicable statutory entitlements. Verify eligibility for each leave category, especially maternity, childcare and shared parental leave.
5. Check policies, insurance arrangements, payroll procedures and the latest legislation. Remove yellow highlighting after completing the fields.
6. Update the Table of Contents page numbers if the length changes; save the completed handbook as PDF for your employees.

Licence: one purchasing organisation

A purchase grants one organisation permission to edit, adapt and use this template internally for its own workforce, including distributing its completed handbook to its employees. It does not grant permission to resell, sublicense, publish as a competing template, or redistribute the original editable template to third parties. For multiple legal entities, obtain written permission or a separate licence.

Important statutory note

This is a general HR template, not a legal opinion or substitute for an employment contract or statutory Key Employment Terms. The purchaser is responsible for adapting the handbook to its circumstances and confirming current Singapore legal requirements before issuing it. Specific employee entitlements depend on eligibility and may change after the issue date.

Selected official references

MOM: www.mom.gov.sg/employment-practices | www.mom.gov.sg/workplace-safety-and-health/work-injury-compensation | Made For Families: www.madeforfamilies.gov.sg

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