



MEMBER RESOURCE

HR AND WORKFORCE POLICY

Building a Faith-Based Employee Handbook

A practical implementation guide for CEA members

2027 Curriculum | Member Portal Edition | September 2026

This guide helps Christian employers organize, draft, review, adopt, and consistently administer an employee handbook that accurately reflects their faith, mission, workplace practices, and legal obligations. Includes a drafting sequence, policy architecture, sample clauses, implementation tools, and annual review materials.

IMPORTANT USE LIMITATION

This resource provides general educational information and sample language. It is not legal advice, does not create an attorney-client relationship, and is not a substitute for advice from qualified legal counsel familiar with your organization, workforce, locations, and operations. Laws vary by jurisdiction and change over time. Have employment counsel review the complete handbook, all incorporated documents, and state or local supplements before adoption, publication, or use.

How to Use This Guide

The public CEA guide explains why a faith-based handbook matters. This member edition is the working manual. It is designed for owners, executives, HR leaders, ministry leaders, and counsel who must translate sincerely held Christian beliefs into policies that the organization can actually administer.

A handbook is one part of the record. Corporate documents, public statements, job descriptions, benefit plans, employee training, leadership conduct, exceptions, and actual enforcement should tell the same story. Language alone cannot establish sincerity, eligibility for a legal exemption, or coverage under a court order.

Recommended Workflow

- › Assign an executive owner, an HR owner, and reviewing counsel.
- › Complete the organization and workforce profile in Part One.
- › Map each faith-based rule to an adopted belief, an operational reason, affected roles, and actual practice.
- › Draft the core handbook and every applicable state or local supplement.
- › Reconcile the handbook with benefit plans, job descriptions, offer letters, applications, and stand-alone policies.
- › Obtain governing-body approval when appropriate, train managers, distribute the handbook, and collect acknowledgments.
- › Audit administration at least annually and after a significant legal or operational change.

What This Guide Is Not

- › A universal employee handbook ready for every employer to adopt unchanged.
- › A promise that faith-based language will defeat every employment claim.
- › A substitute for determining whether the organization is a religious organization, whether a position is ministerial, or whether a particular exception applies.
- › A statement that CEA's injunctions or settlements address every law, agency, claim, remedy, employee, or workplace decision.

Guide Map

Part	Purpose
1 Foundation	Define the employer, beliefs, roles, locations, and risk profile.
2 Architecture	Build the handbook and keep faith provisions integrated with ordinary HR rules.
3 Model Clauses	Use adaptable starting language for counsel review.
4 Administration	Adopt, train, acknowledge, document, and enforce.
5 Tools	Use matrices, checklists, and records for review and implementation.

PART ONE

Build the Foundation

1 Identify the Employer That Is Adopting the Handbook

Begin with the exact employing entity. A shared brand, affiliated ministry, foundation, church, school, business, or management company may not be the legal employer. List every entity and decide whether each needs its own handbook or an express adoption statement.

Question	Record the Answer
Who issues paychecks and W-2s?	_____
Which entity signed the offer letter?	_____
Which entities share employees?	_____
Where does each employee work?	_____
Which entity is the CEA member?	_____
Who has authority to adopt and amend policy?	_____

Counsel review point. Confirm that the employer named in the handbook matches payroll, benefits, insurance, contracts, registrations, and the entity intended to rely on any membership-based protection.

2 Classify the Organization and the Roles

Do not assume that Christian ownership makes every employment decision religiously exempt. Title VII contains a religious-organization provision concerning employment of individuals of a particular religion. Constitutional doctrines, including the ministerial exception, may apply in appropriate circumstances. Their scope depends on facts and law, and other federal, state, or local requirements may still apply.

Category	Questions for Counsel and Leadership
Religious organization	What evidence establishes religious purpose, governance, affiliation, practice, public representation, and nonprofit or for-profit structure?
Ministerial role	What religious functions, teaching, leadership, formation, titles, credentials, and accountability does the role actually carry?
Mission-critical role	Why is religious alignment job-related for this specific position, and how is that reflected in the job description and daily work?
General role	Which conduct and performance standards apply without requiring the employee to perform religious functions?
Supervisor or spokesperson	What authority, public representation, teaching, or culture-setting responsibility changes the analysis?

Keep classification analysis outside the employee handbook. The handbook may describe expectations, but privileged legal analysis and individualized role determinations should remain in counsel files.

3 Create a Belief to Practice Map

Start with beliefs the organization has genuinely adopted, not language selected only after a dispute. For each operational policy, record the doctrinal source, the workplace practice, the affected roles, the business or ministry reason, possible accommodations, and the evidence showing consistent practice.

Belief or Commitment	Workplace Expression	Documents to Align
Authority of Scripture	Decision-making, teaching, conduct, mission	Articles, bylaws, statement of faith, board resolutions
Human dignity	Respectful treatment, anti-harassment, service standards	Conduct policy, training, complaint procedure
Marriage, sexuality, and sex	Role expectations or sex-specific practices where adopted	Statement of faith, conduct standard, facilities policy, benefits documents
Sanctity of human life	Benefits, charitable activity, advocacy, or conscience decisions	Plan documents, vendor contracts, mission policies
Sabbath, worship, and religious observance	Scheduling, gatherings, leave, accommodation	Attendance policy, calendar, accommodation process

4 Complete a Jurisdiction and Workforce Inventory

- › Employee count by entity and location; include remote employees based in other jurisdictions.
 - › Full-time, part-time, temporary, seasonal, intern, volunteer, clergy or ministerial, and independent-contractor populations.
 - › Union-represented employees and collective-bargaining obligations.
 - › Government contracts, grants, licenses, accreditation, public accommodations, and healthcare or educational requirements.
 - › Applicable federal, state, county, and city posting, leave, wage, predictive-scheduling, privacy, drug-testing, background-check, and off-duty-conduct rules.
 - › Existing benefit plan terms and insurance-carrier requirements.
- Use state and local supplements where rules differ. A single national sentence may create an unintended conflict in one location or omit a mandatory notice in another.

PART TWO

Design the Handbook Architecture

5 Separate Four Kinds of Content

Content	Best Location	Reason
Identity and mission	Opening section and governing documents	Explains who the employer is and why it operates.
Employment rules	Core handbook	Gives employees usable standards and processes.
Sensitive detailed procedures	Stand-alone policy incorporated by reference	Allows controlled access and faster revision.

Content	Best Location	Reason
Legal analysis and investigation strategy	Privileged counsel files	Avoids publishing internal legal conclusions or tactical guidance.

6 Recommended Table of Contents

Section	Core Subjects
Welcome and identity	Purpose, mission, Christian character, statement-of-faith relationship
Handbook status	At-will language where lawful, no contract, amendment authority, controlling plan documents
Employment relationship	Equal employment statement, religious criteria where lawfully used, classifications, background checks
Workplace conduct	Biblical conduct standard, respect, anti-harassment, conflicts, confidentiality, communications, social media
Faith in workplace practice	Religious activities, prayer or worship expectations, speech, appearance, names or pronouns, facilities
Time and pay	Hours, attendance, timekeeping, overtime, breaks, payroll corrections
Benefits and leave	Eligibility overview, accommodation, disability, pregnancy, protected leave, military and state leave
Safety and security	Violence prevention, emergency response, substance rules, reporting
Reporting and resolution	Multiple reporting channels, non-retaliation, cooperation, corrective action
Acknowledgment	Receipt, responsibility, questions, superseding editions, electronic signature

7 Draft for Consistency Across the Employment Cycle

The same religious standard should not first appear at discipline. Align recruiting materials, applications, interviews, job descriptions, offer letters, onboarding, evaluation, promotion, discipline, separation, and references.

Stage	Alignment Check
Recruiting	Does the organization accurately describe its Christian mission and any role-specific religious functions?
Application and interview	Are faith-related questions lawful, job-related, consistently asked, and documented?
Offer and onboarding	Are material expectations provided before acceptance or promptly upon hire?
Performance management	Do evaluations measure the expectations actually stated for the role?
Discipline	Was the rule known, consistently applied, investigated fairly, and reviewed for accommodation or protected activity?
Separation	Does the record state verified facts and the actual policy basis without exaggeration?

8 Preserve Employee Rights in General Policies

Broad confidentiality, civility, social-media, recording, solicitation, logo-use, and media-contact rules can implicate employees' rights to discuss wages, hours, safety, and working conditions.

- › Use examples and definitions instead of vague bans on negativity, disrespect, or reputational harm.
- › Protect confidential business, donor, patient, student, customer, and personal information without prohibiting legally protected discussion.
- › State that employees may report suspected violations to government agencies and participate in investigations as protected by law.

- › Do not require internal approval before an employee contacts a government agency.
- › Review any mandatory arbitration or class-waiver language separately with counsel; do not bury it in a receipt acknowledgment.

PART THREE

Model Clauses for Counsel Review

These clauses are drafting prompts, not a complete handbook. Bracketed text requires a deliberate choice. Delete any sentence that does not match the organization's actual beliefs or practices. Counsel should adapt the wording to employer type, role categories, workforce size, locations, contracts, funding, and controlling law.

9 Christian Mission and Identity

SAMPLE LANGUAGE FOR COUNSEL REVIEW

[Organization] is a Christian [business/ministry/organization] whose mission is to [state mission]. We seek to conduct our work in a manner faithful to Holy Scripture and our adopted Statement of Faith. Our Christian identity informs how we serve others, steward resources, treat every person with dignity, make decisions, and carry out our mission. The Statement of Faith is maintained as [an appendix/a separate governing document] and may be amended only by [authorized body].

Drafting notes. Name the authorized body. Decide whether the Statement of Faith is reproduced, attached, or incorporated by reference. Confirm that the organization's public website, governing documents, and actual practices are consistent.

10 Handbook Status and At-Will Employment

SAMPLE LANGUAGE FOR COUNSEL REVIEW

This handbook summarizes current policies and practices. It is not an employment contract and does not guarantee employment for any period. Where permitted by applicable law, employment is at will: either the employee or [Organization] may end employment at any time, with or without notice, for any lawful reason. Only [title/body] may enter a written agreement changing at-will status, and any such agreement must be signed by [authorized person]. If a plan document, insurance contract, collective bargaining agreement, or applicable law conflicts with this handbook, the controlling document or law governs.

Do not use at-will wording without jurisdictional review. Avoid contradicting an offer letter, contract, progressive-discipline promise, or collective bargaining agreement.

11 Equal Employment and Religious Criteria

SAMPLE LANGUAGE FOR COUNSEL REVIEW

[Organization] provides equal employment opportunity in accordance with applicable law. Because [Organization] is Christian and carries out a religious mission, it may consider religious belief, conduct, and mission alignment when and to the extent permitted by applicable law and appropriate to the organization or position. Nothing in this policy authorizes unlawful discrimination. Questions about the application of religious criteria should be directed to [HR/title], which will consult counsel when appropriate.

Counsel review point. Do not list a religious exemption as though it were self-proving or unlimited. Determine which entity and roles may lawfully use religious criteria, whether state or local law differs, and whether government funding or contracting changes the analysis.

12 Relationship to the Statement of Faith

SAMPLE LANGUAGE FOR COUNSEL REVIEW

Employees are expected to understand [Organization]'s Christian identity and to refrain from conduct in the performance of their work that materially undermines its mission. [For designated roles: Continued employment also requires affirmation of and conduct consistent with the Statement of Faith.] The organization identifies any role-specific faith requirements in the job description or other written notice. Questions about meaning or application should be raised with [title].

Choose expectations by role. A blanket affirmation requirement and a mission-respect requirement are different policies. Document the reason for the selected approach and apply it consistently.

13 Biblical Conduct Standard

SAMPLE LANGUAGE FOR COUNSEL REVIEW

We expect employees to act with honesty, stewardship, self-control, respect, compassion, and accountability. Employees must not engage in harassment, threats, violence, dishonesty, retaliation, unlawful discrimination, misuse of property, falsification, or other conduct that materially harms the organization's mission, people, or operations. [Designated employees] must also satisfy the faith and conduct expectations stated in [identified document]. The organization evaluates reported concerns based on reliable facts, role responsibilities, workplace impact, applicable law, and any accommodation obligations.

Avoid an undefined rule requiring employees to be "biblical" at all times. Identify conduct, connection to the job or mission, role scope, reporting process, and decision authority.

14 Respectful Workplace and Anti-Harassment

SAMPLE LANGUAGE FOR COUNSEL REVIEW

Every person bears God-given dignity and must be treated with respect. [Organization] prohibits unlawful harassment, discrimination, and retaliation. Employees may report concerns to any of the following: [supervisor], [HR], [alternate leader], or [external channel]. An employee is not required to report to a person involved in the concern. The organization will respond promptly and impartially, protect privacy to the extent reasonably possible, prohibit retaliation, and take appropriate corrective action when warranted.

- › Define prohibited conduct and give examples without implying the list is exhaustive.
- › Provide at least two reporting paths, including one outside the employee's chain of command.
- › Do not promise complete confidentiality or a specific outcome.

15 Religious Accommodation

SAMPLE LANGUAGE FOR COUNSEL REVIEW

[Organization] will consider reasonable accommodations for an employee's sincerely held religious belief, practice, or observance as required by applicable law. An employee may request an accommodation orally or in writing from [channels]. No special words are required. The organization will engage in a timely, good-faith process, may request information reasonably needed to understand the conflict and possible accommodations, and will not retaliate for a request or participation in the process.

Under *Groff v. DeJoy*, Title VII undue hardship requires a showing of substantial increased costs in relation to the conduct of the employer's particular business. Apply the governing standard to the actual facts; do not use the former "more than de minimis" shorthand.

16 Disability, Pregnancy, and Medical Accommodation

SAMPLE LANGUAGE FOR COUNSEL REVIEW

Employees who need a workplace change because of disability, pregnancy, childbirth, a related medical condition, or another protected limitation should contact [channels]. The organization will respond under applicable law, including any required interactive process. Employees are not required to disclose a diagnosis to a direct supervisor unless necessary and lawful. Medical information will be maintained separately and shared only as permitted by law.

Keep religious accommodation and medical accommodation procedures coordinated but legally distinct. Address the Americans with Disabilities Act, Pregnant Workers Fairness Act, PUMP Act, federal leave laws, and applicable state or local protections with counsel.

17 Religious Activities at Work

SAMPLE LANGUAGE FOR COUNSEL REVIEW

[Describe accurately whether prayer, worship, devotional study, chapel, or other religious activity is required, voluntary, or role-dependent.] Employees will receive notice of any required religious function associated with their position. Requests for accommodation should be directed to [channels]. No employee may threaten, harass, or improperly pressure another person regarding religious participation.

State what is truly required. Do not label an activity voluntary if attendance, evaluation, promotion, or workplace treatment makes it effectively mandatory.

18 Speech, Names, and Pronouns

SAMPLE LANGUAGE FOR COUNSEL REVIEW

[Organization] seeks to communicate truthfully and to treat every person with dignity. Employees are expected to use names and forms of address in accordance with the organization's adopted beliefs and role-specific standards, while avoiding ridicule, hostility, or targeted mistreatment. An employee who has a religious, conscience, or other concern about a requested form of address should promptly contact [HR/title]. The organization will evaluate the circumstances, applicable law, job duties, interactions, potential alternatives, and any applicable CEA protection before directing action.

Counsel review point. Do not represent this sample as a categorical right to refuse every requested name or pronoun. Review the exact terms and scope of any applicable injunction or settlement, membership status, covered agency, claim, conduct, and jurisdiction.

19 Dress, Grooming, and Appearance

SAMPLE LANGUAGE FOR COUNSEL REVIEW

Employees must maintain a clean, safe, and professional appearance suitable for their work. [Organization] may apply role-specific standards concerning uniforms, safety equipment, modesty, and [if adopted and counsel-approved] appearance consistent with its religious beliefs concerning biological sex. The organization will consider requests for religious, disability, pregnancy-related, and other accommodations required by law.

Specify the actual safety, client, ministry, uniform, or faith-based reason. Confirm rules concerning hair texture, protective hairstyles, gender expression, disability, pregnancy, and religious dress under applicable law.

20 Restrooms, Locker Rooms, and Private Spaces

SAMPLE LANGUAGE FOR COUNSEL REVIEW

[Organization] provides facilities and privacy arrangements consistent with its sincerely held religious beliefs, operational needs, safety, and applicable law. [Describe the actual policy after counsel review.] Employees with a privacy, religious, medical, or other accommodation concern may contact [channels]. Requests will be considered individually, and retaliation is prohibited.

The handbook should match the physical workplace. Inventory single-user facilities, multi-user facilities, changing areas, travel, customer access, remote work, and local building or public-accommodation requirements before finalizing language.

21 Marriage, Sexual Conduct, and Off-Duty Conduct

SAMPLE LANGUAGE FOR COUNSEL REVIEW

[For identified roles, if lawful and adopted:] Because this position carries responsibility to advance or represent [Organization]'s Christian mission, the employee must comply with the faith and conduct expectations stated in [document], including the organization's beliefs concerning marriage and sexual conduct. The organization will evaluate concerns based on verified conduct, the responsibilities of the role, mission impact, consistent practice, applicable law, and any protected rights or accommodation obligations.

Use exceptional care with off-duty conduct. State laws may protect lawful off-duty activity, political activity, marital status, reproductive decisions, medical use of cannabis, or other characteristics and conduct.

22-26 Additional Required Clauses

Clause	Key Requirement
22. Confidentiality and Protected Activity	Must not prohibit discussion of wages, hours, working conditions, or protected reports to government agencies. No prior authorization required for legally protected reports.
23. Social Media and Public Representation	Define spokesperson roles clearly. Avoid claiming control over every personal belief or post. Identify trademark use, harassment, threats, and protected activity explicitly.
24. Reporting Concerns and Non-Retaliation	Provide multiple channels. Oral and written reports both acceptable. Distinguish good-faith reports from knowingly false statements.
25. Corrective Action	May skip or repeat steps based on circumstances. Require pre-action review of facts, comparators, protected activity, and accommodation issues.
26. Acknowledgment	Receipt only, not a contract. Must include at-will statement, amendment authority, and where to find the current Statement of Faith. Use a separate document for substantive faith assent.

PART FOUR

Adopt and Administer the Handbook

27

Prepublication Legal Review

Review Stream	Confirm
Entity and coverage	Correct employing entity, employee counts, locations, religious-organization analysis, CEA membership entity
Faith integration	Adopted beliefs, governance approval, role mapping, consistent public and internal documents
Federal employment	Title VII, ADA, ADEA, FLSA, FMLA, PWFA, PUMP Act, USERRA, NLRA, OSHA, GINA and other applicable rules
State and local	Protected classes, leave, wage notices, breaks, privacy, monitoring, weapons, cannabis, off-duty conduct, accommodations
Contracts and funding	Collective bargaining, government contracts or grants, licensing, accreditation, benefit plans
Operations	Payroll, timekeeping, complaint intake, investigations, facilities, IT, records, training, actual manager practice

28

Approval and Version Control

- › Identify the authorized approving body or executive.
- › Record the approval date, effective date, version number, and superseded version.
- › Maintain a clean final PDF or controlled electronic version and an editable master.
- › Archive every superseded edition and signed acknowledgment.
- › List each state or local supplement and its covered employees.
- › Control who may edit or issue policy interpretations.

29

Manager Training

Managers create the record that later determines whether the handbook was real. Train them before distribution and annually thereafter.

Manager Must Know	Required Behavior
Accommodation triggers	Send oral or informal requests to HR; do not demand special words or promise an outcome.
Complaint intake	Listen, document facts, preserve evidence, escalate promptly, and avoid retaliation.
Faith questions	Do not improvise doctrine or announce that CEA protection automatically controls a situation.
Discipline	Check facts, comparators, notice, role requirements, protected activity, and approval authority.
Confidentiality	Share information only with those who need it; do not promise secrecy.
Protected activity	Do not punish wage discussions, agency contact, safety reports, leave, accommodation requests, or lawful organizing activity.

30 Distribution and Acknowledgment

- › Give employees reasonable access to the handbook and incorporated Statement of Faith.
- › Provide accessible formats and translated materials when appropriate.
- › Collect signed or authenticated electronic acknowledgment with the exact version and date.
- › Follow up on missing acknowledgments without treating a refusal as proof that the policy does not apply.
- › Give advance notice when a revision materially changes employment expectations.

31 Decision Protocol Before Faith-Related Discipline

- › Pause and preserve relevant records.
- › Identify the actual conduct, not a label or rumor.
- › Identify the written policy and version in effect.
- › Review comparable situations and prior enforcement.
- › Ask whether protected activity, accommodation, leave, disability, pregnancy, wage discussion, whistleblowing, or another legal protection may be involved.
- › Give the employee a meaningful opportunity to respond.
- › Confirm who has decision authority and when counsel review is required.
- › Document the legitimate reason actually relied upon.

High-risk decisions including termination tied to religious criteria, sexuality, marriage, gender identity, pronouns, pregnancy, reproductive issues, medical information, protected complaints, or government activity should receive individualized counsel review before action whenever feasible.

32 Annual Audit

Audit Question	Evidence
Is every entity and location covered correctly?	Payroll and workforce roster
Do role descriptions match real duties?	Interviews, evaluations, schedules
Are belief-based standards genuinely practiced?	Board records, training, comparable decisions
Are acknowledgments complete?	Version-specific signature report
Were accommodations handled consistently?	Central log and outcome review
Did complaints reveal policy gaps?	De-identified trend report
Did laws or court orders materially change?	Counsel update and revision log
Do plan documents and the handbook agree?	Benefits crosswalk

Tool A Handbook Project Intake

Employing entity or entities:	
Locations and remote-work states:	
Total employee count by entity:	
Government contracts, grants, or licenses:	
Union or employment contracts:	
Adopted statement of faith date:	
Handbook owner:	
Executive approver:	
Reviewing counsel:	
Target effective date:	

Tool B Policy Crosswalk

Policy	Faith Basis	Roles	Legal Review	Operational Owner
Mission and identity				
Religious criteria				
Conduct covenant				
Religious activities				
Speech or pronouns				
Dress and appearance				
Facilities and privacy				
Benefits or conscience				

Tool C Role Classification Worksheet

Role title and department:	
Actual religious functions performed:	
Teaching, worship, formation, leadership, or representation duties:	
Required faith affirmation and reason:	
Required conduct standards and reason:	
Where requirements appear in recruiting, job description, offer, evaluation:	

Accommodation questions identified: _____

Counsel conclusion and date: _____

Tool D Accommodation Record

Field	Record
Date and method of request	_____
Requested change and work conflict	_____
Type of request	Religious / disability / pregnancy / other
Essential job or policy involved	_____
Information reasonably requested	_____
Alternatives considered	_____
Operational and cost analysis	_____
Decision and effective period	_____
Follow-up date	_____
Decision-maker and counsel review	_____

Maintain medical information separately from ordinary personnel records. Restrict access according to applicable law and organizational protocol.

Tool E Consistency Review Before Discipline

- ☐ What verified conduct occurred?
- ☐ Which policy and version applies?
- ☐ What notice did the employee receive?
- ☐ How were materially similar cases handled?
- ☐ Is the standard role-specific?
- ☐ Did the employee raise an accommodation or protected concern?
- ☐ What evidence supports and contradicts the conclusion?
- ☐ Has the employee responded?
- ☐ Is pre-action counsel review required?
- ☐ What exact reason will be communicated?

Tool F Revision Log

Version	Effective Date	Sections Changed	Reason	Approval
_____	_____	_____	_____	_____

Version	Effective Date	Sections Changed	Reason	Approval
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Legal Reference Notes

These notes identify major federal reference points for counsel and HR review. They do not state every exception, later development, or state-law rule.

Bostock v. Clayton County

The Supreme Court held in 2020 that an employer who fires an individual merely for being gay or transgender violates Title VII's prohibition on discrimination because of sex. The Court also stated that other questions were not before it. Avoid treating Bostock as having resolved every workplace policy question.

Groff v. DeJoy

The Supreme Court held in 2023 that Title VII undue hardship requires an employer denying a religious accommodation to show that the burden would result in substantial increased costs in relation to the conduct of its particular business. The analysis is contextual and should consider potential accommodations.

Religious Organization and Ministerial Doctrines

Title VII permits qualifying religious organizations to employ individuals of a particular religion in specified circumstances. The constitutional ministerial exception is a separate doctrine focused on certain roles and functions. Neither should be asserted without examining the organization, the position, and applicable law.

CEA Protections

CEA members may have protections arising from federal injunctions or settlements addressing specified mandates, agencies, and conduct. Applicability depends on the governing order or agreement, active and continuous membership, the correct member entity, required faith commitments, and the facts presented. Before relying on a protection, confirm its current scope with CEA or qualified counsel.

Final Publication Checklist

- ☐ Correct employer and CEA member entity identified
- ☐ Statement of Faith formally adopted and current
- ☐ Role-specific religious requirements documented
- ☐ Every work location and remote state reviewed
- ☐ Core handbook reconciled with supplements
- ☐ Benefit plans and insurance documents cross-checked
- ☐ Complaint and accommodation channels tested
- ☐ Managers trained before launch
- ☐ Version-controlled acknowledgment ready
- ☐ Employment counsel approved final handbook and supplements
- ☐ Annual review date assigned

Christian Employers Alliance | Defending Your Right to Do Business God's Way

This member resource is educational and does not create an attorney-client relationship. Seek advice from qualified counsel regarding your specific facts and jurisdiction.