

fedex employee handbook

Understanding the FedEx Employee Handbook: A Comprehensive Guide

The FedEx Employee Handbook is an essential resource that outlines the company's policies, procedures, expectations, and employee rights. As one of the leading logistics and courier companies worldwide, FedEx emphasizes maintaining a positive, safe, and productive work environment. For current and prospective employees, understanding the contents of this handbook is crucial for navigating their roles effectively, ensuring compliance with company standards, and fostering professional growth.

This article provides an in-depth overview of the FedEx Employee Handbook, highlighting key policies, benefits, and guidelines that every employee should know. Whether you're a new hire or a seasoned team member, this guide aims to clarify your rights and responsibilities within the FedEx organization.

What is the FedEx Employee Handbook?

The FedEx Employee Handbook is a formal document that details the company's policies on employment, workplace behavior, safety protocols, benefits, and other essential operational procedures. It acts as a roadmap for employees, helping them understand what is expected of them and what they can expect from FedEx in return.

The handbook serves multiple purposes:

- To promote a consistent and fair workplace culture
- To ensure legal compliance with employment laws
- To provide guidance on employee conduct and responsibilities
- To outline available benefits and resources
- To establish procedures for resolving workplace issues

Key Components of the FedEx Employee Handbook

The FedEx Employee Handbook covers a broad range of topics. Below are some of the most important sections:

1. Company Mission and Values

FedEx emphasizes a commitment to integrity, respect, innovation, and customer satisfaction. Understanding the company's mission helps employees align their actions with corporate goals.

2. Employment Policies

This section details:

- Employment classifications (full-time, part-time, temporary)
- Equal employment opportunity policies
- Anti-discrimination and harassment policies
- Privacy policies and confidentiality agreements
- Background checks and references

3. Workplace Conduct and Expectations

Employees are expected to:

- Maintain professionalism
- Follow dress codes
- Demonstrate punctuality and attendance
- Respect coworkers and customers
- Avoid conflicts or disruptive behavior

4. Safety and Security

FedEx prioritizes safety through:

- Workplace safety protocols
- Emergency procedures
- Reporting incidents or hazards
- Use of safety equipment
- Security measures for facilities and data

5. Compensation and Benefits

Employees receive detailed information about:

- Pay schedules and methods
- Overtime policies
- Bonuses and incentives
- Health insurance options
- Retirement plans
- Paid time off, including vacation, sick leave, and holidays

6. Performance Management

This section explains:

- Performance reviews and feedback
- Disciplinary procedures
- Opportunities for advancement
- Training and development programs

7. Employee Relations and Dispute Resolution

Guidelines for:

- Addressing grievances
- Filing complaints
- Mediation and conflict resolution processes

8. Termination and Resignation Policies

Details on:

- Voluntary resignation procedures
- Grounds for termination
- Exit interviews
- Final paycheck and benefits continuation

Importance of the FedEx Employee Handbook

Having a thorough understanding of the FedEx Employee Handbook is vital for several reasons:

- **Legal Compliance:** Ensures employees are aware of workplace laws and regulations, reducing risk for both employees and the company.
- **Workplace Harmony:** Clarifies expectations, helping prevent misunderstandings or conflicts.
- **Employee Rights:** Outlines benefits and protections, empowering employees to advocate for themselves.
- **Operational Efficiency:** Guides consistent decision-making across various departments and locations.
- **Career Development:** Highlights opportunities for training, advancement, and skill-building.

Accessing the FedEx Employee Handbook

Employees can typically access the FedEx Employee Handbook through:

- The company's internal HR portal or intranet
- Employee onboarding materials
- HR representatives or managers
- Company email communications
- Physical copies provided during orientation

It is recommended to review the handbook periodically, especially if updates or policy changes are communicated.

Key Policies Every FedEx Employee Should Know

Understanding specific policies is crucial for maintaining compliance and ensuring a smooth work experience:

Equal Employment Opportunity (EEO) Policy

FedEx commits to providing equal employment opportunities regardless of race, gender, religion, age, disability, or other protected statuses.

Harassment and Discrimination Policy

Harassment, including sexual harassment, is strictly prohibited. Employees are encouraged to report any misconduct promptly.

Safety Protocols

Particularly important for delivery and warehouse staff, safety policies include:

- Proper use of equipment
- Ergonomic practices
- Hazard identification
- Emergency response procedures

Attendance and Punctuality

Reliability is critical in logistics. The handbook specifies attendance expectations and procedures for requesting time off.

Use of Company Property and Technology

Guidelines on:

- Appropriate use of computers, phones, and other equipment
- Data security and confidentiality
- Internet and email usage policies

Benefits and Perks Highlighted in the Handbook

FedEx offers a variety of benefits designed to support employees' well-being and professional growth:

- Health Insurance: Medical, dental, and vision coverage options
- Retirement Plans: 401(k) plans with company matching
- Paid Time Off: Vacation days, sick leave, personal days, and holidays
- Employee Discounts: Savings on shipping, travel, and merchandise
- Training Programs: Skill development courses and leadership training
- Recognition Programs: Incentives and awards for outstanding performance

How to Navigate and Use the FedEx Employee Handbook Effectively

To make the most of this resource:

- Regularly review the handbook, especially updates
- Clarify any policies that are unclear with HR representatives
- Follow established procedures for reporting issues or concerns
- Use the handbook as a guide for understanding your rights and responsibilities
- Refer to it when seeking information about benefits, safety, or conduct policies

Conclusion: Why the FedEx Employee Handbook Matters

The FedEx Employee Handbook is more than just a set of policies; it is a

cornerstone of a well-managed, fair, and safe workplace. It fosters transparency, accountability, and respect among employees and management alike. By understanding and adhering to the policies outlined in the handbook, employees can contribute to a positive work environment, advance in their careers, and enjoy the comprehensive benefits FedEx provides.

Whether you're beginning your journey with FedEx or are a long-standing team member, taking the time to familiarize yourself with this important document is a wise step toward a successful and fulfilling career within the company.

Frequently Asked Questions

What is the purpose of the FedEx Employee Handbook?

The FedEx Employee Handbook serves to outline company policies, employee rights, responsibilities, and expectations to ensure a safe and productive work environment.

How can I access the FedEx Employee Handbook?

Employees can access the FedEx Employee Handbook through the company's internal portal or by contacting Human Resources for a printed or digital copy.

What are FedEx's policies on workplace safety?

FedEx emphasizes a strong safety culture, requiring employees to follow safety protocols, report hazards, and participate in safety training to maintain a secure workplace.

Does the FedEx Employee Handbook include information about employee benefits?

Yes, it provides details on benefits such as health insurance, retirement plans, paid time off, and other employee perks.

What are FedEx's policies regarding harassment and discrimination?

FedEx strictly prohibits harassment and discrimination of any kind, with clear procedures for reporting concerns and a commitment to maintaining an inclusive work environment.

Are there guidelines for employee conduct and dress code in the handbook?

Yes, the handbook outlines expected professional conduct, dress code policies, and behavioral standards to promote a respectful workplace.

How does FedEx handle employee leave and time off?

The handbook details policies on various types of leave, including vacation,

sick leave, FMLA, and procedures for requesting time off.

What steps should I take if I have a grievance or dispute at work?

Employees are encouraged to follow the grievance procedures outlined in the handbook, which typically involve reporting concerns to a supervisor or HR for resolution.

Does the FedEx Employee Handbook get updated regularly?

Yes, FedEx reviews and updates the employee handbook periodically to reflect changes in policies, laws, and best practices, and employees are notified of significant updates.

Additional Resources

FedEx Employee Handbook: A Comprehensive Guide to Policies, Expectations, and Resources

The FedEx Employee Handbook serves as a vital resource for employees, outlining the company's policies, expectations, benefits, and procedures. It ensures that all staff members are aligned with FedEx's mission, values, and operational standards, fostering a safe, efficient, and respectful workplace environment. This detailed review delves into the core components of the FedEx Employee Handbook, providing insights into its structure, key policies, benefits, and practical tips for employees.

Introduction to the FedEx Employee Handbook

The FedEx Employee Handbook is designed to serve multiple purposes:

- Clarify company policies and procedures
- Define employee rights and responsibilities
- Establish standards for conduct and performance
- Provide resources for employee support and development

It is a living document that is periodically updated to reflect changes in laws, regulations, and company policies. Employees are encouraged to read the handbook thoroughly and consult their managers or HR representatives with any questions.

Core Components of the FedEx Employee Handbook

The handbook is typically organized into various sections, each focusing on essential aspects of employment. Here's an overview of the primary sections:

1. Company Mission, Vision, and Values

- Mission Statement: To provide reliable and innovative transportation solutions that connect people and businesses.
- Core Values: Integrity, Respect, Innovation, Customer Focus, and Safety.
- Purpose: Align employee behaviors with company goals, fostering a unified corporate culture.

2. Employment Policies and Classifications

- At-Will Employment: Clarifies that employment is voluntary and can be terminated by either party at any time, with or without cause.
- Employment Classifications: Full-time, part-time, seasonal, temporary, and contract employees.
- Equal Opportunity Employment: FedEx commits to a discrimination-free workplace, prohibiting unfair treatment based on race, gender, age, religion, disability, or other protected classes.

3. Workplace Conduct and Expectations

- Code of Conduct: Expectations around honesty, integrity, and professionalism.
- Anti-Harassment Policy: Zero tolerance for harassment, including sexual harassment, with procedures for reporting incidents.
- Attendance and Punctuality: Importance of reliable attendance and procedures for requesting time off.
- Substance Abuse: Strict policies against alcohol and drug use during work hours or on company premises.

4. Safety Policies and Procedures

- Workplace Safety: Commitment to maintaining a safe environment, including compliance with OSHA standards.
- Reporting Incidents: Clear steps for reporting accidents, injuries, or unsafe conditions.
- Training: Regular safety training sessions and certifications.
- Personal Protective Equipment (PPE): Guidelines for appropriate PPE usage depending on job roles.

5. Compensation and Benefits

- Wages and Overtime: Policies on salary, pay periods, and overtime pay, aligned with federal and state laws.
- Health Insurance: Details about medical, dental, and vision plans.
- Retirement Plans: Information on 401(k) plans and pension options.
- Paid Time Off (PTO): Vacation, sick leave, holidays, and family leave policies.
- Employee Discounts and Perks: Discounts on shipping, merchandise, and partner programs.

6. Performance Management and Development

- Performance Reviews: Regular evaluations to provide feedback and set goals.
- Training Opportunities: Skill development programs, tuition reimbursement,

and leadership development.

- Promotion and Career Growth: Criteria and procedures for advancement within the company.

7. Discipline and Complaint Procedures

- Disciplinary Actions: Progressive discipline process, including warnings, suspensions, and termination.
- Grievance Procedures: How employees can report concerns or conflicts confidentially.
- Appeals Process: Steps for challenging disciplinary decisions.

8. Technology and Confidentiality Policies

- Use of Company Technology: Guidelines for email, internet, and social media use.
- Data Security: Protecting sensitive customer and company information.
- Intellectual Property: Respect for proprietary information and avoiding intellectual property infringement.

9. Termination Policies

- Voluntary Resignation: Procedures for resigning and final paycheck details.
- Involuntary Termination: Grounds for termination and exit interview processes.
- Return of Company Property: Ensuring all equipment, ID badges, and materials are returned.

Deep Dive into Key Policies and Expectations

Workplace Conduct and Professionalism

FedEx emphasizes maintaining a professional environment where respect and integrity are paramount. Employees are expected to:

- Dress appropriately according to role and safety requirements.
- Communicate courteously with colleagues, supervisors, and customers.
- Avoid behavior that could be construed as discriminatory, harassing, or disruptive.
- Uphold confidentiality, especially concerning customer data and corporate information.

Safety as a Priority

The safety policies in the handbook are comprehensive:

- Mandatory safety training upon onboarding and periodically thereafter.
- Use of PPE, such as gloves, masks, or reflective vests, depending on the job.
- Immediate reporting of hazards or accidents.
- Regular drills and safety audits to ensure compliance and awareness.

Time and Attendance Policies

Reliability is crucial in logistics operations:

- Employees are expected to clock in and out accurately.
- Absences must be reported in advance, following specified procedures.
- Excessive tardiness or unexcused absences can lead to disciplinary action.

Compensation and Benefits

FedEx offers competitive pay and benefits:

- Overtime is compensated at 1.5x regular pay, as mandated.
- Health coverage options include medical, dental, and vision plans.
- Retirement savings plans with company matching.
- Paid leave policies support work-life balance.

Employee Development and Advancement

FedEx encourages growth:

- Regular performance evaluations help identify development needs.
- Training programs include online modules, workshops, and mentorship.
- Promotions are based on merit, performance, and seniority.

Practical Tips for Employees Using the Handbook

- Regular Review: Keep the handbook accessible and review updates periodically.
- Ask Questions: When in doubt about policies or procedures, consult HR or your supervisor.
- Document Incidents: Maintain records of any concerns or incidents for future reference.
- Participate in Training: Engage actively in safety and professional development programs.
- Adhere to Policies: Consistent compliance helps maintain a positive work environment and supports career growth.

Conclusion: The Value of the FedEx Employee Handbook

The FedEx Employee Handbook is more than a set of policies; it is a roadmap for success within the company. By understanding and adhering to its guidelines, employees can contribute to a safe, respectful, and productive workplace. It embodies FedEx's commitment to integrity, safety, and employee well-being, fostering a culture where everyone can thrive.

Whether you are a new employee or a seasoned team member, familiarizing yourself with the handbook ensures clarity in expectations and demonstrates your commitment to the company's standards. Remember, the handbook is a resource designed to support your career journey, provide clarity on your rights and responsibilities, and help you navigate the dynamic environment of FedEx.

Note: Always refer to the most recent version of the FedEx Employee Handbook, as policies and procedures are subject to periodic updates. For specific questions or clarifications, contact your HR representative or consult official FedEx resources.

Fedex Employee Handbook

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fedex employee handbook: The Social Media Handbook Nancy Flynn, 2012-03-06 The Social Media Handbook is a comprehensive risk and compliance management toolkit that walks employers step-by-step through the process of developing and implementing effective social media policy and compliance management programs that are designed to minimize—and in some cases prevent—social networking and web 2.0 risks and other electronic disasters. Throughout this important resource Nancy Flynn (an internationally recognized expert on workplace social media) offers a guide to best practices for creating safe, effective, and compliant electronic business communications. The book contains a thorough review of the risks inherent in employees' social media use and content and explores how organizations can help manage behavior, mitigate risks, and maximize compliance through the implementation of strategic social media compliance management programs. These programs combine written policies, supported by comprehensive employee education and are enforced by proven-effective technology tools. Once these policies and programs are in place employers can safely take advantage of the marketing and communications benefits offered by social media. Covering a wealth of material, the book includes vital information on topics such as social media and the law; managing records and e-discovery compliantly; regulatory compliance; privacy and security; blog risks and compliance rules; mobile devices drive social media risks; a seven-step plan for social media policy and compliance management; conducting a social media audit; creating social media policies; content rules and compliance; policy compliance and education; reputation management; and more. In addition to addressing pertinent topics on risk management, the book contains cautionary, real-life social networking disaster stories that show how organizations can lose revenue and reputations, reveals how employees can lose jobs, and explains how individuals can face public humiliation. The Social Media Handbook is a hands-on guide written for human resource professionals, information technology managers, legal professionals, compliance officers, records managers, and others who need to manage today's technology tools with up-to-date employment rules.

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fedex employee handbook: *Handbook of Employee Selection* James L. Farr, Nancy T. Tippins, 2013-09-13 The Handbook of Employee Selection summarizes the state of science and practice in the field of employee selection. Chapters in this book cover issues associated with measurement such as validity and reliability as well as practical concerns around the development of appropriate selection procedures and implementation of selection programs. Several chapters discuss the measurement of various constructs commonly used as predictors, and other chapters confront criterion measures that are used in test validation. Ethical and legal concerns are dealt with in another set of chapters and highlight the concerns of the employer as well as the test taker and the psychologist responsible for the testing program. Final sections of the book include chapters that focus on testing for certain types of jobs (e.g., blue collar jobs, supervisory jobs) and describe important milestones in the development of selection programs.

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fedex employee handbook: *ENRD Administrative Handbook* United States. Department of Justice. Environment and Natural Resources Division, 1999

fedex employee handbook: *Independent Contractor Compliance Handbook* Pasquale De Marco, 2025-05-10 ****Independent Contractor Compliance Handbook**** is the essential guide to hiring and managing independent contractors. This comprehensive book covers everything you need to know, from the legal definition of an independent contractor to the practical challenges of managing a team of contractors. With the rise of the gig economy, more and more businesses are turning to independent contractors to get work done. Independent contractors offer a number of advantages over traditional employees, including flexibility, cost savings, and access to specialized skills. However, there are also a number of risks associated with hiring independent contractors, including the potential for misclassification and liability. ****Independent Contractor Compliance Handbook**** provides you with the tools you need to avoid these risks and maximize the benefits of hiring independent contractors. This book will help you: * Understand the legal definition of an independent contractor * Determine whether a worker is an employee or an independent contractor * Create compliant contracts that protect your business * Manage independent contractors effectively * Avoid misclassification and liability ****Independent Contractor Compliance Handbook**** is written by Pasquale De Marco, an expert on independent contractor law. Pasquale De Marco has helped hundreds of businesses navigate the complex legal and practical issues involved in hiring and managing independent contractors. Whether you're a small business owner just starting to use independent contractors or a large enterprise with a team of contractors, ****Independent Contractor**

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Craig E. Carroll, 2015-06-22 With the latest insights from the world of communication studies into the nature of corporate reputation, this new addition to Wiley-Blackwell's series of handbooks on communication and media reflects the growing visibility of large businesses' ethical profiles, and tracks the benefits that positive public attitudes can bring. Serves as the definitive research collection for a fast-growing field featuring contributions by key international scholars Brings together state-of-the-art communication studies insights on corporate reputation Identifies and addresses the lacunae in the research literature Applies new theoretical frameworks to corporate reputation

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Dawn Iacobucci, 2000 What a rarity to see a who's who of thought leaders on any subject create original material for an anthology. It's a real collegial tribute to Teresa A. Swartz and Dawn Iacobucci that they have been able to assemble such a treasure of original material-including some of the last from our late friend and colleague, Eric Langeard--on topics important to services marketing and management. --James Heskett, Harvard Business School The Handbook of Services Marketing and Management provides an excellent introduction to the topics and issues that define service marketing today. Editors Swartz and Iacobucci have recruited many of the leading names in service research to write the chapters in the book, ensuring that the Handbook will be a valuable reference for years to come. --Roland T. Rust, Journal of Service Research This Handbook contains an impressive collection of cutting-edge contributions that should be of keen interest to service researchers and practitioners. It represents some of the best and most recent thinking on a wide range of service topics. --A. Parasuraman, University of Miami, FL Service business today constitute the largest sector in advanced economies. This new Handbook provides a wealth of stimulating ideas and guidelines for improving the quality and effectiveness of service offerings. --Philip Kotler, S.C. Johnson & Son Distinguished Professor of International Marketing, Northwestern University Services, because of their intangibility, variability, and perishability, call for management and marketing skills of a high order. This new Handbook belongs in the working library of managers charged with managing and marketing the service offerings of hotels, restaurant chains, airlines, telecommunications companies, entertainment companies, professional services firms, and countless other services industries. --Philip Kotler, S.C. Johnson & Son Distinguished Professor of International Marketing, Northwestern University Despite the growth in services research and the dominance of services in the world economy, no one book has emerged as a comprehensive guide for researchers and professionals-until now! The Handbook of Services Marketing and Management presents state-of-the-art perspectives in the foundations of services, while simultaneously challenging and expanding current services practices. Editors Teresa A. Swartz and Dawn Iacobucci invited the world's leading experts on services marketing and management to author individual chapters. The result is an experienced, international, eclectic, and cross-disciplinary mix of authors, all contributing cutting-edge material on the frontiers of service research. This handbook includes a unique mix of both in-depth chapters as well as shorter, more focused mini chapters, which treat emerging issues in the field of services. This structure makes the Handbook the most thorough reference possible. The Handbook of Services Marketing and Management should have a place on the bookshelves of every academic, graduate student, and professional in the critical area of services.

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Century Richard Bales, Charlotte Garden, 2019-12-05 Over the last fifty years in the United States, unions have been in deep decline, while income and wealth inequality have grown. In this timely work, editors Richard Bales and Charlotte Garden - with a roster of thirty-five leading labor scholars - analyze these trends and show how they are linked. Designed to appeal to those being introduced to the field as well as experts seeking new insights, this book demonstrates how federal labor law is

failing today's workers and disempowering unions; how union jobs pay better than nonunion jobs and help to increase the wages of even nonunion workers; and how, when union jobs vanish, the wage premium also vanishes. At the same time, the book offers a range of solutions, from the radical, such as a complete overhaul of federal labor law, to the incremental, including reforms that could be undertaken by federal agencies on their own.

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fedex employee handbook: A Contemporary Look at Business Ethics Ronald R. Sims, 2017-07-01 A Contemporary Look at Business Ethics provides a 'present day' look at business ethics to include the challenges, opportunities and increased need for ethical leadership in today's and tomorrow's organizations. The book discusses current and future business ethics challenges, issues and opportunities which provides the context leaders and their organizations must navigate. The book includes an in-depth look at lessons learned about the causes of unethical behavior by examining a number of real-world examples of ethical scandals from around the world that have taken place over the past few decades. The analysis of the various ethical scandals focuses on concepts like ethical versus unethical leadership, received wisdom, the bottom-line mentality, groupthink and moral muteness, all of which contribute to the kind of organizational culture and ethical behavior one finds in an organization. The book discusses ethical decision making in general and the increased role of religion and spirituality, in confronting unethical behavior in contemporary organizations. The book also takes an in-depth look at the impact ethical scandals have on employees and more specifically the psychological contract and person-organization ethical fit with the goal of identifying, along with other things, what leaders can do to restore relationships with employees and rebuild the organization's reputation in the eyes of various stakeholders.

fedex employee handbook: HR Strategies for Employee Engagement (Collection) Wayne Cascio, John Boudreau, Alison Davis, Jane Shannon, David Russo, 2011-12-05 3 indispensable books help HR professionals transform talent management, supercharge workforces, and optimize the entire HR function! Three remarkable books offer indispensable, actionable solutions for finding, keeping, and engaging great employees, and optimizing all facets of the HR function. In *Investing in People*, renowned HR researchers Wayne F. Cascio and John W. Boudreau help HR practitioners choose, implement, and use metrics to improve decision-making, increase organizational effectiveness, and optimize the value of all HR investments. In *17 Rules Successful Companies Use to Attract and Keep Top Talent*, top talent management consultant David Russo shows how to systematically build a workforce that's truly engaged, committed, aligned with strategy, and capable of incredible performance. Russo reveals exactly what great companies do differently when it comes to managing their people - and shows how to apply those lessons in areas ranging from resourcing and compensation to leadership development and culture. In *The Definitive Guide to HR Communication*, Alison Davis and Jane Shannon offer dozens of practical tips for transforming employee-directed communications from boring to compelling. Organized around the employment cycle, this one-of-a-kind handbook gives HR pros an approach and specific techniques they can use every time they communicate - in any medium, whatever the goal! From world-renowned leaders in human resources and employee communications, including Wayne F. Cascio, John W. Boudreau, David Russo, Alison Davis, and Jane Shannon

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examines the changing context of conflict management by addressing the main frameworks for understanding conflict management, the trend in conflict at work, developments in employment rights, and the influence of HRM on conflict management. Part 2 covers the main approaches to conflict management in organizations, addressing both conventional and alternative approaches to conflict resolution. Conventional grievance handling and third-party processes in conflict resolution are examined as well as the main ADR practices, including conflict management in non-union firms, the role of the organizational ombudsman, mediation, interest-based bargaining, line and supervisory management, and the concept of conflict management systems. Part 3 presents case studies of exemplars and innovators in the field, covering mediation in the US postal service, interest-based bargaining at Kaiser-Permanente, 'med-arb' in the New Zealand Police, and judicial mediation in UK employment tribunals. Part 4 covers international developments in conflict management in Germany, Japan, The United States, Australia, New Zealand, the United Kingdom and China. This Handbook gives a comprehensive overview of this growing field, which has seen an huge increase in programmes of study in university business and law schools and in executive education programmes.

fedex employee handbook: Customer Service Handbook Valerie H. Lunden, 2009-04-01 This book discusses the why, when and how to offer customer service (the right way). The right way produces companies that know how to extend their business life and expand future profits. The wrong way produces companies that treat their customers as transitory, and in the process become transitory themselves. Providing high quality service is optional, but always advisable. Service delivery is that all important bridging device that establishes positive associations between customers and the brand of an organization. The efforts to win over customer loyalty begin well before the purchase is made and continue indefinitely. When presented as part of a series of deliberate expectations, high quality customer service delivers greater brand recognition, improves customer retention, and builds company longevity.

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