

Operating Policies and Procedures

Document Information

Document Title: Operating Policies and Procedures

Effective Date: June 1, 2024

Approved By: Management Board

1. Purpose

This document outlines the standard operating policies and procedures to ensure consistency, safety, and efficiency throughout the organization.

2. Scope

These policies and procedures apply to all employees, contractors, and temporary staff.

3. Policy

- All personnel must follow standard operating procedures for daily tasks.
- Any deviation from the procedure must be reported to a supervisor immediately.
- Confidential information must be handled in accordance with company privacy guidelines.

4. Procedures

1. **Daily Checklist**
 - Review assigned tasks.
 - Inspect work area for safety hazards.
 - Report issues to supervisor.
2. **Incident Reporting**
 - Immediately notify supervisor in case of an accident.
 - Complete the incident report form and submit within 24 hours.

5. Compliance

Failure to comply with these policies may result in disciplinary action, up to and including termination of employment.

6. Review and Revision

This document will be reviewed annually and updated as necessary.

Acknowledgement

By signing below, you acknowledge that you have read, understood, and agree to comply with the Operating Policies and Procedures.

Employee Name:

Signature:

Date:

Acknowledge