

Sample Policy Document

Date: May 28, 2025

1. Company Policies

- All employees must adhere to the company's code of conduct.
- Workplace harassment of any kind will not be tolerated.
- Employees are expected to maintain confidentiality regarding company information.
- All safety protocols must be followed while on company premises.

2. Business Policies

- All business transactions must be documented and authorized.
- Client information must be treated with the highest level of confidentiality.
- Pricing and discount policies must be followed as per management guidelines.
- Vendors must be approved by the procurement team before engagement.

3. Management Policies

- Managers are responsible for team performance and conflict resolution.
- All leave approvals must go through the management portal.
- Budgeting and resource allocation must be approved quarterly.
- Performance reviews are conducted bi-annually for all departments.